



U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Family Report

Form HUD-50058
Instruction Booklet

July 17, 2000

(Corresponds with baseline (06/19/200) Form HUD-50058)

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Introduction

The Form HUD-50058 Instruction Booklet will help you understand and complete the Form HUD-50058. The data collected on the Form provides HUD with a picture of the people who participate in subsidized rental programs. Public Housing Agencies (PHAs) collect and electronically submit information contained on the Form HUD-50058 to HUD. The Multifamily Tenant Characteristic System (MTCS) then captures this information and creates reports used to;

- analyze the subsidized rental programs,
- monitor PHAs,
- detect fraud, and
- provide information to Congress and other interested parties.

HUD prepared and distributed the Form HUD-50058 Instruction Booklet to help ensure the accuracy and consistency of the information collected. This booklet explains each line of the Form HUD-50058 and the information collected for each line item. To target audiences with appropriate information, HUD created a separate document that contains the field edits and flat file transmission requirements called the *Form HUD-50058 Technical Reference Guide*. Interested users can find the Guide on the HUD Web site (<http://www.hud.gov/pih/systems/mtcs/document.html>).

We hope the Instruction Booklet answers most of your questions about the Form HUD-50058. Please direct additional questions to one of these resources:

- HUD Field Office Representative
- HUD Headquarters Program Specialist
 - Section 8
 - Public Housing and Section 8 Occupancy and Admissions questions
 - Family Self-Sufficiency and Welfare to Work questions
- MTCS Hotline: 1-800-FON-MTCS
- MTCS Web site Forums (<http://www.hud.gov/pih/systems/mtcs/forums.html>)
- PIH IRC for program related questions 1-800-955-2232

General Rules and Information for Completing Form HUD-50058

General Statement of Changes

1. The revised Form HUD-50058 incorporates changes required by the Quality Housing and Work Responsibility Act (QHWRA) of 1998, commonly known as the Public Housing Reform Act (PHRA), and its accompanying regulations.
2. This version includes formula for flat rents, the Housing Choice Voucher Program (HCVP), and the Voucher Homeownership program.
3. The program codes in 1c no longer include MC= Mod Rehab Converted to certificate. If a family has certificate or voucher assistance funded under the Mod Rehab Annual Contributions Contract (ACC), report the family as CE = Section 8 Certificates or VO = Section 8 Vouchers
4. HUD added new action codes for issuance of voucher and expiration of voucher so that PHAs and HUD can analyze the leasing success of families who receive vouchers.
5. A new action code(2a=13) has been added for a Section 8 annual HQS inspection as a separate action if it happens at a time other than the time of another reported action for the family. The PHA is responsible to ensure that each annual HQS inspection is reported timely to MTCS.
6. A new action code (2a=14) has been added to capture historical adjustments to the MTCS database. This transaction is used to capture information for households who do not have a new admission (2a=1) on file, but require an annual reexamination (2a=2). The historical adjustment will serve as the baseline action for the household.
7. This version of the form allows PHAs to correct fields previously transmitted in error. The correction fields (2c and 2d) allow PHAs to correct income and non-income related information was submitted in error. In order to determine if there is a need for better PHA quality controls, the revised Form HUD-50058 also asks PHAs to track the reason for corrections to family data.
8. In addition to the inclusion of new fields and the deletion of others, the revised Form HUD-50058 was designed to fix problems that existed on the last version of the form. Additionally, the Form includes new Welfare to Work (WtW) voucher fields in the Addendum.
9. The revised form also captures project numbers, building numbers, and unit numbers to better track public housing tenants.



Special Instructions

Form HUD-50058:

1. The Form HUD-50058 generally requires completion of all Sections through Section 9 (TTP)**. The program code (line 1c) and action code (line 2a) indicated on the Form determine the additional section(s) to complete. Use the matrix below to determine which additional section(s) to complete:

	Sec. 1	Sec. 2	Sec. 3	Sec. 4	Sec. 5	Sec. 6	Sec. 7	Sec. 8	Sec. 9	Sec. 10	Sec. 11	Sec. 12	Sec. 13	Sec. 14	Sec. 15	Sec. 16
PROGRAM NAME																
Public Housing (P)	x	x	x	x	x	x	x	x	x	x						
Section 8 Rental Certificate (CE)	x	x	x	x	x	x	x	x	x		*			*		
Section 8 Voucher (VO)	x	x	x	x	x	x	x	x	x			*			*	
Moderate Rehabilitation (MR)	x	x	x	x	x	x	x	x	x				x			
Indian Housing (B)	x	x	x	x	x	x	x	x	x	*						*

Matrix Key:

X indicates that you must complete the Section, dependent upon the action code (2a);

* indicates that you must complete one Section *or* the other.

** This applies unless you complete the Form HUD-50058 for a family that exercises a portability move-out, end of participation, FSS/WtW Voucher only, annual reexamination searching, issuance of a voucher, expiration of voucher, flat rent annual update, or void.

Complete the specific lines, instead of entire Sections, for the actions that follow:

Action Code Matrix will be inserted here.

Note: *Italic fields identify Public or Indian Housing only.* The fields enclosed by [] identify required fields that depend upon the values of preceding fields.



Family Self-Sufficiency (FSS) and Welfare to Work (WtW) Voucher Program(s):

1. If the family participates in the FSS program and you complete Form HUD-50058 for any action other than an FSS action only (line 2a, action other than 8), and the family participated in the FSS program in the past year (line 2k), complete all sections on Form HUD-50058 according to the grid on pages 3 and 4 of this Instruction Booklet. Additionally, complete the FSS/WtW Voucher Addendum.
2. If the family participates in the Welfare to Work (WtW) Voucher program (line 2k, WtW) and you complete Form HUD-50058 for any action other than an WtW action only (line 2a, action other than 8), complete all sections on Form HUD-50058 according to the grid on page 3 and 4 of this Instruction Booklet. Additionally, complete the FSS/WtW Voucher Addendum.
3. If you complete Form HUD-50058 for a family that has an FSS/WtW Voucher action only (2a = 8), complete the fields listed on page 3 and 4, according to the grid. Then skip to the FSS/WtW Voucher Addendum.

Data Entry Conventions

1. Include the 4-digit year for all fields that require the entry of a date. Enter the date in any standard format (i.e., "MM/DD/YYYY or MM-DD-YYYY"). You must enter the year in its entirety.
2. "/" means "or" unless otherwise noted.
3. **Monetary figures**: enter only whole dollar amounts. Do not show cents, commas, or dollar signs. Enter \$350.26 as \$350.
4. **Rounding**: round each monetary amount *up* when a number is .50 or above; *down* when a number is .49 or below.
5. **Reserved**: HUD may have future directions about how to use these lines. Reserved lines are placeholders for possible future changes.
6. **Calculation**: a scratch area where Public Housing Agencies may perform manual calculations. The column entries do not transmit to HUD.
7. **Mixed Family**: a family that contains both eligible and ineligible members who may be subject to pro-rated rent under the noncitizens rule.
8. **Negative numbers**: when calculations result in negative numbers, enter 0 (zero), unless the Form instructs otherwise.
9. **PHA use only**: Use if instructed by HUD

Acronyms

FMR	=	Fair Market Rent
FSS	=	Family Self-Sufficiency program
HAP	=	Housing Assistance Payment
HOPE	=	Homeownership and Opportunity for People Everywhere
HQS	=	Housing Quality Standards
HUD	=	Department of Housing & Urban Development
IHA	=	Indian Housing Authority
INS	=	Immigration and Naturalization Service
OMB	=	Office of Management and Budget
PHA	=	Public Housing Agency
SRO	=	Single Room Occupancy
SSA	=	Social Security Administration
SSI	=	Supplemental Security Income
SSN	=	Social Security Number
TANF	=	Temporary Assistance for Needy Families
TIN	=	Taxpayer Identification Number
TTP	=	Total Tenant Payment
WtW	=	Welfare to Work



Reference Documents

These documents provide additional information to staff who complete the Form HUD-50058:

1. **The Code of Federal Regulations** contains the codification of the general and permanent rules published in the Federal Register by the Federal Government, executive departments and agencies. For the code section that applies to HUD programs, see **Title 24, Housing and Urban Development**. Federal Register information is available on the Internet at <http://www.access.gpo.gov/nara/cfr>.

2. **The Quality Housing and Work Responsibility Act of 1998**, commonly known as the **Public Housing Reform Act (PHRA)**, is landmark legislation that aims to;
 - reduce the concentration of poverty in public housing,
 - protect access to housing assistance for the poorest families,
 - merge and reform the Section 8 certificate and voucher programs, and
 - support HUD management reform efficiencies through deregulation and program consolidation.

PHRA is available on the Internet at <http://www.hud.gov/pih/legis/titlev.html#info>.

3. **1937 Housing Act** is the law that applies to Public and Indian Housing programs and Section 8. The Act is available on the Internet at <http://www4.law.cornell.edu/cfr/24cfr.htm#start>.
4. **The Social Security Handbook** summarizes information about Social Security programs and contains brief descriptions of related programs that other agencies administer. The handbook covers the primary programs that affect public housing residents, which include;
 - retirement insurance,
 - survivors insurance,
 - disability insurance,
 - supplemental security income, and
 - public assistance and welfare services.

The Handbook is available on the Internet at http://www.ssa.gov/OP_Home/handbook/hbktoc.htm.

5. **Homes and Communities (www.hud.gov)**, is HUD's web site on the Internet and is a source for information about HUD programs.
6. **MTCS web site (www.hud.gov/pih/systems/mtcs/pihmtcs.html)** is a source for information about MTCS, downloading MTCS files, and obtaining MTCS operating information. This site includes links to;
 - MTCS Forum (an on-line question and answer),
 - MTCS News Flash
 - MTCS documentation, and
 - PIH Notices

7. **Form HUD-50058 Technical Reference Guide** contains the Form HUD-50058 field edits and flat file transmission requirements. The Guide is available on the Internet at <http://www.hud.gov/pih/systems/mtcs/document.html>.
8. **HUD's Client Information and Policy System** (<http://www.hudclips.org/subscriber/html/forms.htm>), known as HUDCLIPS, is the source to download all HUD forms; including the Form HUD-50058.

Reporting Requirements

Notice PIH 2000-13: Reporting Requirements for the Multifamily Tenant Characteristics System sets a minimum MTCS reporting rate of 85% for both Public Housing and combined Section 8 certificate and voucher programs. Public Housing Agencies (PHAs) must electronically submit Form HUD-50058 data to MTCS. Please note that Notice 2000-13 renews Notice 99-2.

PHAs that fail to meet the minimum reporting rate may request forbearance from sanctions in writing from their respective Field Office or TARC. For more information about the requirements and sanctions under PIH notice 2000-13, go to <http://www.hud.gov:80/pih/systems/mtcs/notice/pih2000-13.html>.

PHAs that administer 100 or more units:	PHAs that administer 99 or fewer units:
PHAs must submit electronically Form HUD-50058 data to MTCS at least monthly .	PHAs must submit electronically Form HUD-50058 data to MTCS at least quarterly .

Privacy Act

Collection of information on Form HUD-50058 is subject to the requirements of the Privacy Act of 1992, Section 508(d).

PHAs must give a Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice to:

- all applicants at the time the PHA evaluates their eligibility for housing assistance, and
- all residents and all Section 8 participants at each annual reexamination or interim reexamination.

The head of household and spouse or co-head, regardless of age, and each adult member in the household at the time of the initial examination must sign the notice. It is **mandatory** that each additional adult member who lives in the household sign the Notice. PHAs must also obtain signatures from any new adult who joins the household and from household members who have reached 18 years of age.

Failure of the applicant or participant to sign the Notice constitutes grounds for denial of eligibility or termination of assistance or tenancy.

The Notice is a general authorization form and does not replace specific forms that PHAs currently use to verify information about applicants or participants. PHAs must maintain a signed copy of the Authorization for the Release of Information/Privacy Act Notice in the tenants' files.

- For a copy of *Form HUD-9886, Authorization for the Release of Information/Privacy Act Notice*. See HUD's Client Information and Policy System on the Web (<http://www.hudclips.org/subscriber/html/forms.htm>)
- For more information on the Privacy Act Notice and Form HUD-9886, see *Notice PIH 94-36 (PHA)*, Issued June 13, 1994.

Further Assistance

The MTCS Hotline provides technical assistance in the completion and transmission of Form HUD-50058. The Hotline is available Monday - Friday, between the hours of 8:00 AM and 8:00 PM, Eastern Standard Time (excludes Federal Holidays).

- For assistance, call the Hotline at: 1-800-366-6827.

The MTCS Forum is vehicle for on-line questions and answers. HUD headquarters, HUD Field Offices, Public Housing Agencies, and vendors use the site to resolve problems they have, post useful tips and suggestions, as well as lend their experience to situations that others face.

- The MTCS Forum is located on the HUD Web site at:
<http://www.hud.gov/pih/systems/mtcs/forums.html>.

Form HUD-50058 Instruction Booklet -- Line Instructions

Form HUD-50058

Page Heading

Head of household name:

The head of household's name as indicated in line 3a. Use this field to identify the head of household if the pages of the Form separate.

Social Security Number:

The head of household's Social Security Number as indicated in line 3n. Use this field to identify the head of household if the pages of the Form separate.

Date modified (mm/dd/yyyy):

Enter the date the PHA representative fills out the Form or modifies any Form page. This box appears on every Form page and the date corresponds to the date the PHA enters information for that particular page. If information on one page requires a correction, that page date will change when the PHA makes the correction. If information on other Form pages does not change, the date modified will not change on those pages.



Section 1: Agency

- 1a. **Agency Name:** Name of the Public Housing Agency (PHA) that completes the family's Form HUD-50058. Abbreviate the agency name as necessary, but include essential identification information.
- Note: Under Section 8 portability, the receiving PHA always reports the family data. Use the receiving PHA's name and number even if the receiving PHA bills the initial PHA.
- Note: If your PHA administers another PHA's Section 8 program, and the other PHA's Annual Contribution Contract (ACC) funds a family's assistance, use the Section 8 project number for the program that funds the family's assistance. (This does *not* apply to portability.)
- Note: MTCS populates this field with data from PIC or HUDCAPS based on the PHA code reported in 1b.
- 1b. **PHA Code:** Five-character code composed of the 2-letter postal state code and 3-digit PHA number. This state code indicates the location of the reporting PHA and the number identifies each PHA within a particular state.
- Note: See Appendix 1, ***Federal Standard State and Territory Codes***, for a list of state and territory postal state codes.
- Note: Under Section 8 portability, the receiving PHA always reports the family data. Use the receiving PHA's name and number even if the receiving PHA bills the initial PHA.
- Note: If the PHA number is unknown, call the PHA's state or area field office or see the PHA Profiles web site (<http://www-domino.hud.gov/pih/halist.nsf/By+State+with+Addresses?OpenView>) to obtain the number.
- Example: state code Enter project state of Florida as "FL" on the Form.
- Example: PHA number Enter PHA number 12 on the Form as 012, using all 3 boxes. Therefore, PHA code is "FL012".
- 1c. **Program:** The rental housing assistance program in which the family participates. Use the codes that follow to identify the program:



P = Public Housing
 CE = Section 8 Certificate
 VO = Section 8 Vouchers
 MR = Moderate Rehabilitation (Mod Rehab)
 B = Indian Housing

Note: Enter a program code in the 2 boxes in line 1c from *left to right*. If there is only 1 letter to enter, complete the *first* box (the one to the left) only; if there are 2 letters to enter, complete *both* (first and second) boxes.

1d. **Project Number:**

Public/Indian Housing only

The project number has three components:

- 2-letter project state code. This number may be same as PHA code (line 1b).
- 3-digit project or originating PHA number. This number may be same as PHA code (line 1b).
- 3-digit project number.

Example:

Project number: "FL012005"

Project state code: enter Florida as "FL" on the Form.

Project/originating PHA number: enter project or originating PHA number 12 on the Form as 012, using all 3 boxes.

Project number: enter project number 5 on the Form as 005, using all 3 boxes.

Suffix, if applicable:

Public and Indian Housing only

HUD assigned site numbers or suffixes to the project sites of some Public and Indian Housing Agencies. If the family lives in a project with a site number or suffix code, enter the 3-digit number or suffix here.

Note:

If no site number or suffix, leave blank.

1e. **Building number**
(Public/Indian Housing only):

Six-character code to capture the tenant's building number.

Note:

All PHAs should use the building numbers that correlate with Public and Indian Housing Information Center (PIC) data. PIC establishes valid building numbers.

1f. **Building entrance number**

Three-character code to capture the PHA



(Public/Indian Housing only): designated tenant unit number.

Note: All PHAs should use the entrance numbers that correlate with PIC data. PIC establishes valid building entrance numbers.

1g. **Unit number (Public/Indian Housing only):** Six-character code to capture the PHA designated tenant unit number.

Note: All PHAs should use the unit numbers that correlate with PIC data. PIC establishes valid unit numbers.



Section 2: Action

2a. **Type of action:**

Report the type of action. Use the action codes that follow:

- 1 = New Admission
- 2 = Annual Reexamination
- 3 = Interim Reexamination
- 4 = Portability Move-in
- 5 = Portability Move-out
- 6 = End Participation
- 7 = Other Change of Unit
- 8 = FSS/WtW Voucher Only
- 9 = Annual Reexamination Searching
- 10 = Issuance of Voucher
- 11 = Expiration of Voucher
- 12 = Flat Rent Annual Update
- 13 = Annual HQS Inspection Only
- 14 = Historical Adjustment
- 15 = Void

1 = New Admission -

The transaction where the family has:

- Signed a lease (or occupancy agreement) with the PHA for the first time to occupy a dwelling unit operated under the PHA's Public or Indian Housing program
- Signed a lease under the Section 8 Voucher or Moderate Rehabilitation programs for the first time
- Experienced an interruption of over one month between his or her occupancy of one Public or Indian Housing unit and another Public or Indian Housing unit
- Experienced an interruption in assistance of over



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four months between assisted occupancy of one unit and assisted occupancy of another unit under the Section 8 program, and is then readmitted to Section 8

- Moved from one PHA program to another (e.g., moved from a Public Housing project to the Section 8 Voucher program).

Note: Do not report a New Admission if a family's assistance is converted from the Section 8 Certificate program to the Housing Choice Voucher program. HUD does not consider a conversion to voucher assistance as a New Admission.

Note: If a family exercises portability with its first admission into the Section 8 program, the *receiving PHA* must classify this as a New Admission and not a Portability Move-in.

Note: A transfer from one dwelling unit to another unit within the *same* PHA program does *not* constitute a New Admission.

Note: If the family is a New Admission and is enrolling in the FSS/WtW program, report a New Admission and submit an FSS/WtW Addendum that indicates the family as a new FSS or WtW enrollment.

Example: If a family moves from a Public Housing project to the Section 8 Voucher program, report a New Admission for the Section 8 Voucher Program, and an End Participation for the Public Housing program.

2 = Annual Reexamination - The regularly scheduled *annual* reexamination of family income and circumstances.

Note: For public housing families that select a flat rent, the PHA may conduct a reexam of income every three years.

3 = Interim Reexamination - The reexamination of family income and circumstances, other than at the regularly scheduled annual reexamination. Occurs as a result of a change in income status, addition or loss of a family member, or other circumstance that requires tenant rent adjustment.

4 = Portability Move-In - *Section 8 Vouchers only*

	Portability move <u>into</u> a new PHA jurisdiction.
Note:	Portability is renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA.
Note:	If a family exercises portability with its <u>first admission</u> into the Section 8 program, the <i>receiving PHA</i> must classify this as a New Admission and <u>not</u> a Portability Move-in.
Note:	Families can no longer move into the Section 8 Certificate program. Families can only move into the Section 8 Voucher program.
<u>5 = Portability Move-out -</u>	<i>Section 8 Certificates or Vouchers only</i>
	Portability move <u>out</u> of a PHA jurisdiction, regardless of whether the receiving PHA bills or absorbs the cost.
Note:	Portability is renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA.
Note:	Report a portability move-out <u>only</u> after the receiving PHA has executed a HAP contract on behalf of the family.
<u>6 = End Participation -</u>	The transaction where the head of household and all family members discontinue participation in the PHA program. Report an End Participation if the family moves from one PHA program to another.
Note:	Do <u>not</u> report an End Participation for temporarily interrupted assistance (e.g., interrupted for one month or less for Public or Indian Housing program, or for four months or less for Section 8 programs) because of a move to a different unit under the <i>same</i> program.
Note:	Do <u>not</u> report an End Participation if a family's assistance is converted from the Section 8 Certificate program to the Housing Choice Voucher program. HUD does not consider a conversion to voucher assistance as an End Participation.
Example:	A family moves from a Public Housing project to the Section 8 Voucher program. Report an End Participation for the Public Housing program, and a



	New Admission for the Section 8 Voucher program.
<u>7 = Other Change of Unit -</u>	A move to a different unit within the <i>same</i> PHA program at a time other than the Annual Reexamination or an Interim Reexamination.
<u>8 = FSS/WtW Voucher Only -</u>	The family enrolls, announces program progress, or exits the Family Self-Sufficiency (FSS) or Welfare to Work voucher program(s) only. The family continues to receive housing assistance.
Note:	If the family is a New Admission and enrolls in the FSS program or participates in the WtW Voucher program, report a New Admission and submit an FSS/WtW Voucher Addendum that indicates the family as a new FSS/WtW Voucher enrollment.
<u>9 = Annual Reexamination Searching -</u>	<i>Section 8 only</i> The family is due for an annual reexamination, but has moved from its former unit and is searching for a new unit.
<u>10 = Issuance of Voucher -</u>	The PHA issues a voucher to the family and the family begins to search for housing.
<u>11 = Expiration of Voucher -</u>	The family fails to lease a unit and the voucher expires.
Note:	Do not report an expiration of voucher if the family succeeds in leasing a unit.
<u>12 = Flat Rent Annual Update -</u>	The regularly scheduled annual update for a public housing family that has a flat rent. HUD requires the PHA to update family composition information each year.
Note:	For families who previously selected a flat rent, this transaction captures any changes in family composition.
Note:	Families who select flat rent only require an annual reexamination every 3 years.
Note:	This code allows PHAs to update family data – except income information and rent calculations.



13 = Annual HQS Inspection Only -

The annual HQS inspection if it happens at a time other than the time of another reported action for the family.

Note:

The PHA is responsible to ensure that each annual HQS inspection is reported timely to MTCS

14 = Historical Adjustment -

To capture information for households who do not have a New Admission (2a=1) recorded in MTCS, but require an action. Historical Adjustment will serve as the baseline action for the household.

Note:

The first record received in MTCS cannot be other than new admission. Given that there will be cases where the family is not in MTCS and the family is not a new admission (i.e., they have been assisted by a PHA previously), Historical Adjustment is the action to establish the first family record in the system (i.e., create a Master Record) before any other action can be processed.

Note:

This action code is for the conversion of MTCS data from its current state to the new historical and transaction-based structure.

15 = Void -

For PHAs to remove a previously submitted record from the database.

Note:

Use 15=Void, to void the latest family record when it was submitted in error.

Note:

Allows PHAs to correct data when there are two or more duplicate records in the MTCS database or when the PHA sends an erroneous SSN to MTCS.

Note:

Entering "void" will override and delete any addenda and corrections appended to the latest family record recorded in MTCS.

Example:

If a PHA submits a Form 50058 in March and a FSS Addendum to the same Form 50058 in April then subsequently voids the Form 50058 in May, the FSS Addendum will also be voided.

2b. Effective date (mm/dd/yyyy) of action:

Date the reported action becomes effective. The effective date cannot be earlier than the date of admission to the program (line 2h).

New Admission and Portability

The effective date of the lease.



Move-in -

Section 8:

The effective date of the assisted lease and HAP contract.

Annual Reexamination and Interim Reexamination -

Date that any tenant rent changes (including no changes to the rent) take effect.

Portability Move-out -

Date of HAP contract termination for the family that is porting out of the program.

End Participation -

Public/Indian Housing: Date the lease terminates.
Section 8 Programs: Date the PHA contract terminates.

Other Change of Unit -

The effective date of the lease for the new unit.

FSS/WtW Addendum only -

Date the family enrolls or exits the Family Self-Sufficiency (FSS) or Welfare to Work (WtW) program, or the date when the PHA runs a progress report on the family.

Annual Reexamination Searching -

The first of the month following the date that the PHA completes the annual reexamination.

Issuance of Voucher -

Date the PHA issues voucher to the family.

Expiration of Voucher -

Date the issued voucher, including any term extensions, expires.

Flat Rent Annual Update -

Date of the flat rent annual update.

Note:

Use this to record the date of the yearly reexam, not the 3 year reexam.

Annual HQS Inspection Only -

Date of the annual HQS inspection.

Historical Adjustment -

Effective date of the prior family record and actual type of action being reported for the family, not withstanding that the action code (2a=14) reported is not the code for the actual action.

Void -

Date the PHA chooses to void the record.



- 2c. **Correction? (Y or N):** Allows PHAs to correct fields previously transmitted in error. Use a correction for a change to a previously submitted record. If the majority of a record previously submitted is erroneous, use the 15=Void action type.
- Y = Yes N = No
- 2d. **If correction:** Requires PHAs to indicate the reason for a correction to income information or calculations.
- Family correction of income -** A family corrected its inaccurate income information.
- Family correction (non-income) -** A family corrected its inaccurate non-income information.
- PHA correction of income -** The PHA corrected its errors in determining or reporting a family's income or rent.
- PHA correction (non-income) -** The PHA corrected its inaccurate reporting of a family's non-income information.
- 2e. **Correction date (mm/dd/yyyy):** The date that the PHA completes the correction and transmits the corrected record.
- 2f. **Repayment agreement (Y or N):** Indicate if tenant has entered into a back-rent agreement because they previously underreported or misreported rent. The response must be yes or no.
- Y = Yes N = No
- Note: This field is only for tenants who have underreported or misreported income.
- 2g. **Monthly amount of repayment:** Per the repayment agreement, the amount the tenant pays each month.
- 2h. **Date (mm/dd/yyyy) of admission to program:** Date the PHA initially admitted the family into the program reported in line 1c. HUD uses this date to determine how long families participate in specific rental housing programs.
- Note: Enter the Effective Date of Action (line 2b) for new admissions.
- Note: If the family moved from the Certificate to the Voucher program but the PHA continuously assisted the family, enter the date the PHA initially admitted



the family to the rental certificate program.

Note:

The Date of Admission for Section 8 is the effective date of the lease. The date the tenant signed the lease may or may not be the effective date.

2i. **Projected effective date (mm/dd/yyyy) of next re-examination:**

Scheduled date for the next reexamination.

Note:

Schedule the reexamination for no more than 12 months from the Effective Date of Action (line 2b).

Enter a projected reexamination date if type of action (line 2a) is:

- 1=New Admission
- 2=Annual Reexamination
- 3=Interim Reexamination
- 4=Portability Move-in
- 7=Other Change of Unit
- 9=Annual Reexamination Searching
- 14=Historical Adjustment

2j. **Projected date (mm/dd/yyyy) of next flat rent reexamination**

Public housing only

Scheduled date of 3-year reexamination for flat rent.

Enter a projected reexamination date if type of action (line 2a) is:

- 12=Flat Rent Annual Update

2k. **FSS participation now or in the last year? (Y or N)**

Indicate if the family currently participates or participated in the Family Self-Sufficiency program in the past year.

Y = Yes N = No



Note: Complete and submit the FSS/WtW Addendum if the family currently participates in the FSS program. If the family ended the FSS program and did not complete the FSS Exit form, indicate Y and do so at this time.

Note: *Section 8 Portability Move-in*
When a Section 8 FSS participant moves under portability, the receiving PHA must complete and submit the FSS Addendum. The receiving PHA must obtain the information, as necessary, from the initial PHA.

2m. **Special program (check only one) (Section 8 only):**

Indicate if the family has enhanced voucher assistance or a Welfare to Work voucher.

Enhanced Voucher -

Indicate if the family currently receives an enhanced voucher assistance. Enhanced voucher assistance may be provided to families who stay at multifamily projects where they meet one of the following criteria:

- the owner opted out of a HUD subsidy contract,
- the owner prepaid or voluntarily terminated a HUD insured or (certain) state agency financed mortgage, or
- in rare cases where HUD terminated a Section 8 multifamily project contract. See Notice PIH 2000-9 for detailed guidance.

Welfare to Work -

Indicate if the family currently receives a Welfare to Work Voucher.



- 2n. **Other special programs:** Indicate if the family participates in or has a voucher issued under one or more of the following programs:
- Section 8 programs:
- ROC (Regional Opportunity Counseling)
 - MTO (Moving to Opportunity)
 - FUP (Family Unification Program)
 - PHRR (Public Housing Relocation/Replacement)
- Public Housing programs:
- EDSS (Economic Development and Supportive Services program)
 - ROSS (Resident Opportunities & Self Sufficiency program)
 - HOPE (Homeownership and Opportunity for People Everywhere) VI Resident Service Program
 - PHDEP (Public Housing Drug Elimination Program)
- 2p. **Use if instructed by HUD:** HUD may instruct a particular PHA to use this line. If you do not receive instruction to use, leave blank.
- 2q. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.
- Note: PHAs may use 2q to capture Mailbox sub-ID numbers, PHA subcontractor codes or PHA tenant identification codes.
- 2r. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.
- 2s. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.



- 2t. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.
- 2u. **PHA use Only:** PHAs may use this line for any information they wish to collect. HUD encourages PHAs to use lines 2p-2u for local initiatives. The information on this line is transmitted to HUD so PHAs may later retrieve the information from MTCS.



Section 3: Household

Note: Lines 3a through 3q are explained below. Apply instructions to both pages 2 and 3 of the Form.

Note: The **household** includes everyone who lives in the unit. Use the household to determine unit size.

Note: The **family** includes all household members except live-in aides and foster children and adults. Use family members to calculate rental subsidies and payments.

Note: A live-in aide is a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who is determined to be essential to the care and well-being of the persons is not obligated for the support of the persons; and would not be living in the unit except to provide the necessary supportive services.

Note: Head of household must complete lines 3a through 3q.

3a. **Head of household/ Member number 01 :** The Member Number identifies the individual listed on that line of the Form.

Note: You must list Member Number 01 as the Head of the Household. List Member Number 02 as the spouse or co-head (see relation codes, line 3h, for co-head definition). If there is no spouse or co-head, list other household members beginning with Member Number 02 and continue in sequence until the Form contains information about everyone who comprises the household.

3b. **Last name & Sr., Jr., etc.:** Indicate the last name of each household member. Include name suffixes, such as Jr., and separate with a comma. Do not include name prefixes, such as Ms. or Mr.

Example: Smith, Jr. or Doe, III.

3c. **First name:** Indicate the first name of each household member. Do not include name prefixes, such as Ms. or Mr.

3d. **MI:** Indicate the middle initial of each household member. If no middle initial, leave blank. If more than one middle initial, only enter one.

3e. **Date of birth:** Indicate the date of birth for each household member. Include all four digits of the year (MM/DD/YYYY).



- Example: Write 11/15/**1997** instead of 11/15/97.
- 3f. **Age on Effective Date of Action:** Indicate the age in years of each household member on the Effective Date of Action (line 2b). Use whole years only. Do not round.
- Example: The Effective Date of Action listed is 12/01/2000. Household Member Number 03 was born on August 8, 1981. This person's age as of 12/01/2000 is *19 years*.
- 3g. **Sex:** Indicate the gender of each household member.
- M= Male F = Female
- 3h. **Relation:** Indicate the code that best categorizes the position or role of each household member.
- H =Head of household
K =Co-head
Y =Other youth under 18
L = Live-in aide
S =Spouse
F = Foster child/adult
E =Full-time student 18+
A =Other adult
- (H) Head of household - The *one adult member* of the household, designated by the family or by PHA policy as the head of household, who is wholly or partly responsible for rent payment.
- Note: If someone in the household is 62+ years old or has disabilities, the family may gain extra deductions by designating this person, or his or her spouse or co-head, as the head of household.
- (S) Spouse - The marriage partner of the head of household.
- (K) Co-head - An individual in the household who is equally responsible for the lease with the head of household.
- Note: Indicate either a spouse or a co-head, but not both. A co-head never qualifies as a dependent.
- Note: Many states allow persons who have not reached the age of majority to sign a lease if they were declared an "emancipated minor."



(L) Live-in aide -

A person who lives with an elderly or disabled person(s) and who:

- (a) is determined by the PHA to be essential to the care and well-being of the person(s);
- (b) is not obligated to support the person(s); and
- (c) would not be living in the unit except to provide necessary supportive services.

Note:

Categorize the child(ren) of a Live-in aide as a Live-in aide.

(F) Foster child/adult -

1. Foster child – A member of the household who is under 18 years of age or a full-time student 18 years or older, and who is under the parental control and responsibility of someone other than his or her mother or father.

2. Foster adult – A member of the household (usually a person with a disability, unrelated to the tenant family, who is unable to live alone) who is 18 years of age or older and for whom the family provides necessary shelter, care and protection.

(Y) Other youth under 18 -

A member of the household (excludes foster children), who is under 18 years of age on the Effective Date of Action (line 2b), regardless of disability status.

(E) Full-time student 18+ -

A member of the household, other than the Head, spouse or co-head, or foster child or adult, 18 years of age or older on the Effective Date of Action (line 2b) who carries a subject load considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as a degree-granting institution.

(A) Other adult -

A member of the household (excludes foster adults), other than the head or spouse or co-head, who is 18 years of age or older on the Effective Date of Action (line 2b), regardless of disability status.



3i. **Citizenship:**

Code that indicates each household member's United States citizenship status.

EC = Eligible citizen (eligible U.S. citizen or national)

EN = Eligible noncitizen (alien registration number verified by the INS)

IN = Ineligible noncitizen is one of the following:

- unable to verify registration at INS,
- the person has not yet provided documentation of eligible status, or
- the person elected not to contest eligibility status

PV = Pending verification (alien registration is pending verification by the INS)

Note:

Each *family* member's code will factor into the rent calculations for rental housing assistance eligibility.

Note:

If you do not know an individual's citizenship, enter 'PV – pending verification.'

Note:

Leave blank if the household member is a live-in aide or foster child or adult.

3j. **Disability (Y/N):**

Indicate whether or not the household member has a disability as defined below.

Y = Yes

N = No

A person with disabilities has one or more of the following:

- (a) a disability as defined in section 223 of the Social Security Act,
- (b) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions, or
- (c) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.



Note: Include persons who have the acquired immune deficiency syndrome (AIDS) or any condition that arises from the etiologic agent for AIDS.

3k. **Race:** Code or codes the family says best indicates each household member's race. Put a mark next to each Race code that applies.

1 =White
2 =Black/African American
3 =American Indian/ Alaskan Native
4 =Asian
5 = Native Hawaiian/Other Pacific Islander

Note: More than one race code can be entered for each household member.

Note: These codes are the official codes the Federal Government uses for census-taking and related activities and are mandated by the U.S. Office of Management and Budget (OMB).

3m. **Ethnicity:** Code the family says best indicates each household member's ethnicity.

1 = Hispanic or Latino
2 = Not Hispanic or Latino

3n. **Social Security Number:** The 9-digit Social Security Number (SSN) issued to each household member by the Social Security Administration (SSA).

Note: If a member of the household does not possess a SSN, use **999999999**.

Note: The family must report all SSN's of family members who are age six and over. Family members who do not have SSNs are under no obligation by HUD to obtain them. If, for some reason, a family member has more than one SSN, record the number the individual *currently* uses.



Note: If an individual receives social security benefits under a SSN other than his or her own, enter the *recipient individual's* Social Security Number. Do not enter a Social Security Number that has one or two alpha or numeric characters that follow the basic 9-digit number. The presence of the suffix indicates that the number is actually a *claim number* – issued by the SSA to identify the relationship of the recipient to the person from whom the benefit is derived (i.e., the basis of the recipient's benefit is another person's social security record).

Note: Keep in mind that some numbers reported as valid SSNs are actually "Pocketbook" numbers - versions of a number that first appeared on sample social security cards contained in wallets sold nationwide in 1938. People often think the number on the card is their personal SSN and use it as they would a government-issued number.

Example: Do not record xxx-xx-xxxxB or xxx-xx-xxxxW1 as an individual's valid SSN. A number in this format is actually a claim number.

3p. **Alien Registration Number:** The A-number or ARN contains seven, eight or nine numerical digits preceded by the letter A, e.g., A72 735 827.

Note: If the alien registration number has seven digits, enter two zeros before the alien registration number. If the alien registration number has eight digits, enter one zero before the alien registration number. If the alien registration number is nine digits, enter the number without a leading zero. Do not enter the letter A in any case. Enter the digits from left to right.

Example:
 A1234567 enter as 001234567
 A12345678 enter as 012345678
 A123456789 enter as 123456789

Note: Each alien registration number is unique in that it pertains to one person or one document only; in many instances, the INS provides minors and infants in the United States with individual alien numbers.



3q. **Meeting community service requirement? (Public Housing only):**

Indicates whether the family member met his or her community service requirements under the Public Housing Reform Act (PHRA) and 24 CFR 960.601. The law and regulation requires an average of eight hours of community service per month during the year. Satisfaction of the requirement is assessed during the annual reexam process. The regulation provides for a make-up period if the eight-hour average is not met.

1 = yes; the tenant met his or her 8 hour monthly service requirement

2 = no; the tenant did not meet his or her 8 hour monthly service requirement. If tenant did not satisfy this requirement, their lease should be terminated.

3 = pending; the PHA needs to verify if the tenant met his or her service requirements.

4 = exception; refers to tenants who meet the exemptions listed in 24 CFR 960.601. This includes:

- Adults who are 62 years of age or older.
- Persons with disabilities, and their primary caregivers.
- Persons meeting the requirement for being exempted from engaging in work under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located, including State-administered Welfare to Work (WtW) program.
- Members of a family receiving assistance, benefits or services under a State program funded under Part A, Title IV of the Social Security Act or under any other welfare program of the State in which the PHA is located, including State-administered Welfare to Work (WtW) program.

5 = n/a; tenants younger than 18 years old

Note:

Satisfaction of the community service requirement is based upon the individual's reexam date (see 24 CFR 960.603(b)).

3r. **Reserved**

Reserved for future HUD use.



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- 3s. **Continued on an additional sheet? (Y or N)** Indicate whether additional household member information is included on an additional sheet of paper as an attachment to the Form. Use page 3 of 16 for this purpose.
- Y = Yes N = No
- 3t. **Total number in household:** The total number of people in the household. Count all persons, include foster children or adults, live-in aides, and other unrelated individuals (who reside with the family as part of the household). Also include persons who are members of the household but temporarily absent from the home.
- Note: The total count of household members should equal the number of individuals listed separately in Section 3 (line 3a).
- 3u. **Family subsidy status under noncitizen rule:** Code that indicates the housing assistance eligibility for family members based on the noncitizen rule of 1995. The noncitizen rule allows PHAs to provide financial assistance to U.S. citizens, nationals, and non-U.S. citizens with eligible immigration status.
- Note: Use the following status codes:
- C = Qualified for continuation of full assistance
E = Eligible for full assistance
F = Eligible for full assistance pending verification of status
P = Prorated assistance
- Note: In most cases, if some, but not all, family members are eligible for assistance based on the rule, the PHA must prorate the amount of assistance available to the household. For more information on the rule, refer to the *Housing Agencies Guidebook: Restrictions on Assistance to Noncitizens, July 1995*.
- (C) Qualified for continuation of full assistance - Applies to a family composed of both eligible and ineligible members that were tenants in a housing program on June 19, 1995.
- Note: The head of household or the spouse must be eligible for full assistance, and no one else in the household can be ineligible except the Head, spouse, children, or parents of the Head or spouse.



(E) Eligible for full assistance - This applies when the entire family provides documentation of U.S. citizenship, U.S. national, or eligible immigrant status and the INS verified this status or documentation.

(F) Eligible for full assistance pending verification of status - This applies when the family provides documentation of eligible immigrant status and the PHA is waiting for INS verification or the family currently participates in the hearing process in reference to their ineligible noncitizen status.

Note: This also applies if the PHA did not know the citizenship of any family member, as indicated by 'PV=Pending Verification' in line 3i.

(P) Prorated assistance - This applies if one or more family members do not provide acceptable documentation of their citizenship or eligible immigrant status. The PHA gives an assistance amount based on the percentage of the family that *provided* acceptable documentation of citizenship or eligible immigrant status. The PHA must establish at least one family member's acceptable degree of eligibility (through documentation) to make assistance available.

Note: Does not apply to mixed families who are eligible for full continuation of assistance or those who choose temporary deferral of termination.

Note: The PHA must suspend financial assistance for at least 24 months to any family that knowingly permits an ineligible individual to reside on a permanent basis in the family's unit, unless any assistance proration calculations include the ineligible individual.

3v. **Effective date (mm/dd/yyyy) if qualified for continuation of full assistance (3u = C):** Date the family originally qualified for the continuation of full assistance (C).

3w. **If new head of household, former head of household's SSN:** If the designated head of household changed due to discontinued occupancy or other cause such as death, marriage, or remarriage and there are family members who remain in the household, enter the *former* head of household's Social Security Number.

Note: If the former head of household did not possess a Social Security Number, enter 999999999.



Section 4: Background at Admission

Note: A receiving PHA for a portability move-in who is also a new admission must obtain the information required in this section from the initial PHA.

Note: All fields in Section 4 relate to New Admission only.

4a. **Date (mm/dd/yyyy) entered waiting list:** Date the PHA placed the family on the waiting list for the program under which they receive rental housing assistance.

Note: This date must not be *later* than the Effective Date of Action indicated in line 2b.

Note: If the family's application was inactive at some point, enter the date the PHA used to determine the family's position on the waiting list.

Note: If the PHA admitted the family as a special admission (not on waiting list; 24 CFR 982.203) in a Section 8 tenant-based program, leave blank.

4b. **ZIP code before admission:** The 5-digit ZIP code where the family lived before admission to a rental assistance program.

Note: If the family was categorized as "homeless" prior to admission, enter the post office ZIP code for the area or location where the family usually slept immediately prior to admission. If known, enter the full 9-digit ZIP code (ZIP + 4).

4c. **Homeless at admission? (Y or N) (Section 8 only):** Indicate whether or not the family was homeless at the time the PHA admitted the family to a rental housing assistance program.

Y = Yes

N = No

4d. **Does family qualify for admission over the very low-income limit? (Section 8 only) (Y or N):** Indicate whether or not the family qualified for program admission even though their income exceeds the very low-income limit (50% of the area's median income).

Y = Yes

N = No



A family qualifies for admission over the very low-income limit if one or more of the following apply:

- A low-income family that is “continuously assisted” under the 1937 Housing Act.
- A low-income family that meets additional eligibility criteria specified in the PHA administrative plan.
- A low-income non-purchasing family who resides in a HOPE 1 or HOPE 2 project.
- A low-income non-purchasing family who resides in a project subject to a resident homeownership program under 24 CFR 248.173.
- A low-income or moderate-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.101.

4e. **Continuously assisted?**
(head of household only) (Y
or N):

Indicate whether or not the family is continuously assisted under any 1937 Housing Act program at the time of admission.

Y = Yes

N = No

4f. **Is there a HUD approved**
income targeting disregard?
(Y or N):

Indicate whether this welfare to work family is disregarded for income targeting under a disregard of a portion of welfare to work families. (see 24 CFR 982.201(b)(2)(iii) in the October 21, 1999 Final Merger Rule.)

Y = Yes

N = No



Section 5: Unit to be occupied on Effective Date of Action

- 5a. **Unit address:** The complete address of the housing unit that the household occupies on the Effective Date of Action (line 2b).
- Number and street - Street address of the unit.
- Apt. - Apartment or unit number, if applicable.
- City - City in which the unit is physically located.
- State - State in which the unit is physically located (use 2 character postal codes).
- ZIP code (+4) - 5-digit ZIP code in which the unit is physically located (if known, include the full 9-digit ZIP code: ZIP + 4).
- 5b. **Is mailing address same as unit address? (Y or N) (if yes, skip to 5d):** Indicate whether the mailing address is different from the unit address.
- Y = Yes N = No
- 5c. **Family's mailing address:** The complete address where the family receives mail, if other than the unit address indicated in line 5a. Leave this field blank if the mailing address is the same as the unit address.
- Note: Use when tenant would like to receive mail at a different address.
- Note: Complete only if the answer to the previous question (5b) is no.
- Note: This field could contain the family's or individual's billing address. If the individual has a "guardian" that handles correspondence, please put the guardian's address here.
- Number, street, or PO box - Street address or post office box number where the family receives mail
- Apt. - Apartment or unit number, if applicable, where the family receives mail
- City - City where the family receives mail



- State - State where the family receives mail (use two character postal code)
- ZIP code (+ 4) - 5-digit ZIP code where the family receives mail (if known, include the full 9-digit ZIP code: ZIP + 4)
- 5d. **Number of bedrooms in unit:** Total number of bedrooms in the unit that the household will occupy on the Effective Date of Action (line 2b).
- Note: If the unit is an efficiency or Single Room Occupancy (SRO), enter 0 (zero) here.
- Note: If *two or more families share* the unit (i.e., shared housing unit) under the Section 8 certificate or voucher programs, enter the number of bedrooms in the entire unit (not just the number of bedrooms in the family's private living space).
- 5e. **Has the PHA identified this unit as an accessible unit? (Public/Indian Housing only) (Y or N):** *(Public/Indian Housing only)*
Indicate whether or not the PHA designated the unit that the family occupies on the Effective Date of Action (line 2b) as an accessible unit.
- Y = Yes N = No
- 5f. **Has the family requested accessibility features? (Public/Indian Housing only) (Y or N) (If no, skip to next section):** *(Public/Indian Housing only)*
Indicate whether or not the family requested disability amenities or accessibility features.
- Y = Yes N = No (skip to next section)
- 5g. **Has the family received the requested accessibility features? (Public/Indian Housing only):** Indicate the status of the family's request for disability amenities and/or accessibility features (line 5e) on the Effective Date of Action (line 2b).
- a = Yes, fully (the PHA fulfilled the request fully)
b = Yes, partially (the PHA fulfilled the request partially)
c = No, not at all (the PHA did not fulfill the request in any way)
d = Action pending (can be checked in combination with b or c) (the request is currently pending)



Example:

The household requested a unit with disability amenities but on the Effective Date of Action, the household did not receive any amenities (c); however, the unit will receive an upgrade in the next month (d).

5h. **Date (mm/dd/yyyy) unit last passed HQS inspection (Section 8 only, except Homeownership):**

(Section 8 only, except Homeownership)

The last date the unit passed a full Housing Quality Standards (HQS) inspection.

Note:

This date may or may not be the same date as the last annual HQS Inspection.

5i. **Date (mm/dd/yyyy) of last annual HQS inspection (Section 8 only, except Homeownership):**

(Section 8 only, except Homeownership)

The last date a PHA inspector performed a full annual HQS inspection of the unit that the household occupies.

Note:

This date may be different from the date reported in 5h if the unit failed the last HQS inspection.

5j. **Year (yyyy) unit was built (Section 8 only):**

(Section 8 only)

The date the housing unit was built. This date can be found on the request for tenancy approval form.

5k. **Structure Type (check only one) (Section 8 only)**

(Section 8 only)

Check the box that most accurately describes the family's housing unit.



Section 6: Assets

Note: Do not include assets for live-in aides or foster children and adults.

Note: Use a separate line for each family member and asset source.

Note: Report each asset source on lines 6a through 6e. Enter line information for each family member from *left* to *right*.

6a. **Family member name / No.:** The name of each family member in the household, and their individual "Member No." as indicated in line(s) 3a that corresponds to the asset information reported.

Note: Family member's name is for the PHA use only. Enter the name on the line(s) provided to the extent that it is recognizable for PHA purposes.

6b. **Type of asset:** For each family member listed in column 6a, list any asset that has a dollar value or provides an income source to the person listed. Assets include, but are not limited to: savings account, stocks, bonds, other forms of capital investment, and real property (land owned or bequeathed).

Assets do not include:

- Interests in Indian trust land
- Equity accounts in HUD homeownership programs
- Necessary items of personal property, such as furniture and automobiles
- Trust funds, in cases where the trust is not revocable by, or under the control of, any member of the family or household



- 6c. **Calculation:** PHAs may use this column to perform asset calculations.
- Note: This information is not transmitted to HUD.
- 6d. **Cash value of asset:** The estimated value from a formal assessment, the actual or known dollar value (i.e., the amount of money in a savings account), or subtract the cost to sell the asset from the asset's worth (i.e., the asset value minus the cost to sell it).
- Note: To determine asset values, include the value of any business or family asset that an applicant or tenant disposes of for less than fair market value (include a disposition in trust, but not a foreclosure or bankruptcy sale) during the 2 years that *precede* the Effective Date of Action (line 2b).
- 6e. **Anticipated income:** The total income that the family member expects to receive from the assets listed in column 6d in the next 12-month period.
- 6f. & **Column totals:** The total dollar amounts listed in column 6d (total cash value of asset(s) for each listed family member) and in column 6e (total anticipated income).
- 6g.
- 6h. **Passbook rate (written as decimal):** The HUD field office determines the Passbook rate of interest for the project locality based on the average interest rate received on a Passbook Savings Account at several banks in the local area.
- Note: The interest rate used to determine the imputed (estimated) income of an asset(s) that would not otherwise be readily determinable. It usually falls between 2% (0.02) and 3% (0.03).
- Example: After analyzing several banks in the project locality, HUD determines that the average rate of interest on a local Passbook Savings Account is 3% (0.03). A family member who listed her farm as an asset would have the Passbook Rate applied to calculate the imputed (estimated) income that results over time from the use or sale of the farm.
- 6i. **Imputed asset income: 6f x 6h:** Impute the income from assets. Multiply the total cash value of the listed asset (line 6f) by the Passbook Rate of interest (line 6h). Use the imputed income on the *total* of all assets.



Example:

A family lists its total assets as \$5,500. To calculate the imputed income from this asset multiply: \$5,500 by 0.03 (assume 3% as the HUD-determined local Passbook Interest rate). This results in an imputed asset income of **\$165**.

6j. **Final asset income: larger of 6g or 6i:**

The total amount of household income derived from assets. Indicate the larger amount of either the total anticipated income (column 6g) or imputed asset income (line 6i).

Note:

If both 6g and 6i are \$5000 or less, enter 0



Section 7: Income

Note: If the family members do not have any income from sources other than assets and do not expect any other income in the next 12-month period, leave the income section blank (except for total annual income, line 7i, which is the total of the asset income).

Note: Annual income means all amounts, monetary or not, which:

1. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
3. Are derived from assets that any family member has access; and
4. Are not specifically excluded

Note: Use a separate line for each family member and income source.

Note: Use the columns in section 7 to report each income source that contributes to the family's income. Enter line information for each family member from *left to right*.

Note: Do not double count asset income as another income type in this section.

Note: Do not consider income **exclusions** in the determination of eligibility for rental housing assistance. Consider income **deductions** in the determination of eligibility for rental housing assistance.

Note: The Code of Federal Regulations (CFR) lists the income items to exclude as "income" for the various Public, Indian, and Section 8 housing programs. Please see 24 CFR 5.609(c) for further guidance.

Note: PHAs are required to report all sources of income and exclusion amounts.

7a. **Family Member Name/No.:** The name of each family member in the household, and their individual "Member No." as indicated in line(s) 3a that corresponds to the income information reported.

Note: Family member's name is for the PHA use only. Enter the name on the line(s) provided to the extent that it is recognizable for PHA purposes.

7b. **Income code:** A one or two letter code that represents the type of income for a family member.

Note: Please refer to the Income and Exclusions chart when completing 7b: Income code and 7e: Income exclusions.



Income and Exclusions			
Income code	Description	Include	Income Exclusions
(P) Pension	A periodic distribution paid for retirement benefits.	<ul style="list-style-type: none"> • Pensions. • Annuities. • Retirement or profit-sharing plans. • Individual Retirement Accounts (IRAS). • Simplified Employee Pensions (SEPS). • Life insurance and endowment policies. 	<ul style="list-style-type: none"> • Lump-sum benefits payable as a death benefit.
(B) Own business	Net income from a professional or business operation.	<ul style="list-style-type: none"> • Withdrawals of cash or assets from the professional or business operation in a family member's income. 	<ul style="list-style-type: none"> • Expenditures for business expansion. • Amortization of capital indebtedness as deductions in determining net income. • Withdrawals of cash or assets from the professional or business operation if the withdrawal is a reimbursement for cash or assets invested in the operation by the family. • Allowance for asset depreciation, based on straight line depreciation, as provided in Internal Revenue Service (IRS) regulations.
(SS) Social Security	Benefits from the Social Security Administration.	<ul style="list-style-type: none"> • Child's benefits. • Disabled workers' benefits. • Disabled widow(er)'s benefits. • Divorced wife's insurance benefits. • A widow(er) entitled to mother's or father's insurance benefits. • Parent's, brother's, or sister's benefits. • Retirement insurance benefits. • Spouse's benefits. • Surviving divorced spouse's benefits. • Widow(er)'s benefits. • Spouse's benefits. • Comparable retirement, survivor, and disability benefits provided under the Railroad Retirement Act. 	<ul style="list-style-type: none"> • Deferred periodic amounts from Social Security benefits that the family member received in a lump sum amount or in prospective monthly amounts.



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(M) Military Pay	All regular pay, special pay and allowances of a member of the Armed Forces (including the Coast Guard, National Guard, and Reserve units).	<ul style="list-style-type: none"> The full amount of the head of household's or spouse's military pay, not just the amount sent home, regardless of whether the head of household or spouse or co-head is on the lease. Subsistence allowances. Uniform allowances. Other allowances. 	<ul style="list-style-type: none"> The full amount of military pay of any family member other than the head and spouse. If other family members are away from home in the military, the PHA may remove their name from the lease and exclude their income. The special pay of a family member who serves in the Armed Forces and is exposed to hostile fire (24 CFR 5.609(c)). Other pay specifically excluded by law (e.g., Desert storm active duty).
(S) SSI	The Supplemental Security Income (SSI) program provides cash assistance to family members who have limited income and resources, and who are age 65 or older, blind, or disabled. Family members under 18 years of age can also receive SSI benefits if they suffer from an impairment of comparable severity to that which would preclude an adult from engaging in substantial gainful activity.	<ul style="list-style-type: none"> State supplements to SSI. 	<ul style="list-style-type: none"> Amounts received under an SSI Plan to Attain Self-Sufficiency (PASS) (24 CFR 5.609(c)). Deferred periodic amounts from SSI benefits that the family member received in a lump sum amount or in prospective monthly amounts.
(F) Federal wage	Compensation received from federal government employment, which include federal government agencies and instrumentalities.	<ul style="list-style-type: none"> Wages from federal government employment 	<ul style="list-style-type: none"> Amounts earned by temporary Census employees (Notice PIH 2000-1).



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(T) TANF	Temporary Assistance to Needy Families (TANF), formerly known as Aid to Families with Dependent Children (AFDC), provides cash assistance to needy families with children who, due to parental death, absence, and, in some states, parental unemployment, have been deprived of support and care. Not all states refer to this income as TANF. A state may have a different name (other than TANF) for this type of income.	<ul style="list-style-type: none"> All TANF cash assistance, or equivalent 	
(HA) PHA wage	Compensation earned through work performed for the Public Housing Agency (PHA).	<ul style="list-style-type: none"> Wages paid to family member from the PHA 	<ul style="list-style-type: none"> Amounts received under a resident service stipend (a modest amount not to exceed \$200 per month per resident that the resident receives for performing a service that enhances the development's quality of life) (24 CFR 5.609(c)). Stipends to reimburse residents for expenses of serving as members of the PHA governing board or commission (PHRA).
(G) General assistance	Payments made under a financial or medical assistance program(s) provided by a state, tribe, or local government jurisdiction.	<ul style="list-style-type: none"> Payments provided by a state, tribe or local government for medical or financial assistance 	<ul style="list-style-type: none"> Food stamps (Notice PIH 93-65). Amounts paid by the state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home Incremental earnings and benefits from participation in qualifying state and local employment programs (24 CFR 5.609(c)).



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(W) Other wage	Wages and salary received from private or public sources (other than military pay and federal wages). Also include income in lieu of earnings in this category.	<ul style="list-style-type: none"> • Overtime pay • Commissions • Fees • Tips • Bonuses • Other compensation for personal services • Workers' compensation • Severance pay • Termination pay 	<ul style="list-style-type: none"> • Income from employment of children or foster children under 18 years old (24 CFR 5.609(c)). • Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse) (24 CFR 5.609(c)). • Payments to volunteers under the Domestic Volunteer Services Act (Notice PIH 93-65). • Payments received under programs funded in whole or in part under the Workforce Investment Act (WIA) (formerly known as the Job Training Partnership Act (JTPA)) (Notice PIH 93-65). • Reimbursement and out-of-pocket expenses while attending a public assisted training program (24 CFR 5.609(c)). • Incremental earnings and benefits from participation in qualifying state and local employment programs (24 CFR 5.609(c)). • Earnings and benefits received under training programs funded by HUD (24 CFR 5.609(c)). • Income of a live-in aide (24 CFR 5.403). • Earnings and benefits to any family member from an employment training and supportive services program (Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable federal, state, or local law) during the exclusion period. The exclusion is applicable only if the family was admitted to the program prior to October 1, 1999 (<i>Public Housing only</i>). • Earned income disallowance: During the first 12 months after a family member starts working, the PHA disallows 100% of the incremental increase in a family member's income as a result of employment. In the second 12-month period, the PHA disallows 50% of the incremental increase. The maximum period is 48 months. This exemption cannot be counted during initial eligibility. Families have the option of exercising the earned income disallowance or Independent Savings Accounts (ISA) not both (<i>Public Housing only</i>) (24 CFR 960.255).



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(C) Child support	Financial or medical assistance that a parent provides voluntarily or by court order for upkeep and general well-being of his or her child(ren).	<ul style="list-style-type: none"> • Payments from a parent for child rearing • Regular contributions toward support from a public or private welfare agency 	<ul style="list-style-type: none"> • Child care arranged or provided under the Child Care and Development Block Grant Act (42 U.S.C. 9858q) (Notice PIH 93-65).
(U) Unemployment benefits	Periodic payments in lieu of earnings.	<ul style="list-style-type: none"> • Unemployment compensation • Other payments 	
(I) Indian trust/per capita	Judgment funds awarded by the Indian Claims Commission, the Court of Claims, funds held in trust for an Indian tribe by the Secretary of the Interior.	<ul style="list-style-type: none"> • The first \$2,000 of per capita shares received from judgment funds 	<ul style="list-style-type: none"> • The interests of individual Indians in trust or restricted lands as a resource (Notice PIH 93-65). • Up to \$2,000 per year of income received by individual Indians from such interests (Notice PIH 93-65). • Payments received under the Alaska Native Claims Settlement Act (Notice PIH 93-65). • Income from the disposition of funds of the Grand River Band of Ottawa Indians (Notice PIH 93-65). • Payments received under the Maine Indian Claims Settlement Act (Notice PIH 93-65).
(N) Other non-wage sources	Any other income source not otherwise specified.		<ul style="list-style-type: none"> • Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone) (24 CFR 5.609(c)). • Adoption assistance payments in excess of \$480 per adopted child (24 CFR 5.609(c)). • Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (24 CFR 5.609(c)). • Lump sum payments of deferred benefits (24 CFR 5.609(c)). • Payments received from programs funded under Title V of the Older Americans Act of 1965 (Notice PIH 93-65).



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(N) Other non-wage sources (cont'd)			<ul style="list-style-type: none"> • Payments from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the <i>In Re Agent Orange</i> product liability litigation (Notice PIH 93-65). • Full amount of student financial assistance paid directly to the student or to the educational institution (24 CFR 5.609(c)). • Amounts of scholarships funded under Title IV Of The Higher Education Act including awards under the federal work study programs or under the Bureau of Indian Affairs student assistance programs (Notice PIH 93-65). • Temporary, nonrecurring or sporadic income (including gifts) (24 CFR 5.609(c)). • Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era (24 CFR 5.609(c)). • Refunds or rebates under state or local law for property taxes paid on dwelling unit (24 CFR 5.609(c)). • Payments or allowances under HHS' low-income home energy assistance program (Notice PIH 93-65). • Earned Income Tax Credit refund tax payments from the IRS to low income workers with children (26 U.S.C. 32(j)) (Notice PIH 93-65). • Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply.



INCOME AND EXCLUSIONS			
Income Code	Description	Include	Income Exclusions
(E) Medical reimbursement	Any income received to reimburse medical expenses.		<ul style="list-style-type: none"> Amounts received by the family that are specifically for or in reimbursement of, the cost of medical expenses for any family member (24 CFR 5.609(c)).
(IW) Annual Imputed Welfare Income	The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.	<ul style="list-style-type: none"> Imputed welfare income in family annual income during the term of welfare reduction (24 CFR 5.609). 	<ul style="list-style-type: none"> If the family was not an assisted resident at the time of sanction (24 CFR 5.609).

7c. **Calculation (PHA use):**

PHAs may use this column to perform income calculations. This information is not transmitted to HUD.

7d. **Dollars per year:**

Annual income amount the family member earns from the income source(s) listed.

Note:

Annual income means all amounts, monetary or not, which:

1. Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
2. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
3. Are derived from assets that any family member has access; and
4. Are not specifically excluded

Note:

Please refer to the Income and Exclusions chart, above, for guidance on:

- what income to include, and
- matching income to the correct income code.

- 7e. **Income exclusions** *(Includes income disallowance and ISA-Public Housing Only)*
 Amounts of money that are prohibited from being included in a family's income for rent determination purposes. These amounts are not part of the annual income equation. Income exclusions are delineated in 24 CFR Subtitle A, § 5.609.
- Note: Please refer to the Income and Exclusions chart, above, for guidance on:
- what income to exclude, and
 - matching exclusions to the correct income code.
- 7f. **Income after earned income exclusion (7d minus 7e):** The family's total annual income minus any exclusions. Deduct income exclusions (line 7e) from dollars per year (line 7d).
- 7g. **Column Total:** The total of the dollar amounts listed in column 7f (Income after exclusions).
- Note: Enter the total of column 7f in line 7g.
- 7h. **Reserved:** Reserved for future HUD use.
- 7i. **Total annual income: 6j + 7g:** The total amount of income the family receives in a year. Add the final asset income (line 6j) and the total income after income exclusions (line 7g).



Section 8: Expected Income Per Year

- 8a. **Total annual income: Copy from 7i:** The total annual family income.

Permissive Deductions (If Section 8 skip to 8f or 8q): Complete if the family resides in public housing and the PHA has established a written policy for permissive deductions.

IMPORTANT: Permissive deductions replace current optional income exclusions for Public Housing participants. PHAs can adopt these deductions provided the amounts are not already deducted from annual income or reimbursed to the family from other sources.

- 8b. **Family member name/No.:** The name of each family member in the household, and their individual "Member No." as indicated in line(s) 3a that corresponds to the income information reported.

Note: Family member's name is for the PHA use only. Enter the name on the line(s) provided to the extent that it is recognizable for PHA purposes.

- 8c. **Type of permissive deduction:** The type of permissive deduction as determined by the PHA.

Note: This line is not transmitted to HUD.

- 8d. **Amount:** The amount of the permissive deduction

Note: This line is not transmitted to HUD.

- 8e. **Permissive Deductions:** *Public housing only*

Column Total. The total of the dollar amounts listed in column 8d. (Amount).

Note: The permissible range for 8e (column total) is between \$5 - \$90,000 per year.

If the head of household and spouse or co-head are under age 62, and there are no family members with a disability, skip to line 8q. Otherwise, enter all medical and disability expense information for the entire family in lines 8f through 8n.



Note: Disability assistance expenses are reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

8f. **Medical/disability threshold:** Amount of out of pocket medical and disability expenses that the family must pay before the PHA can deduct an allowance for such expenses from their income. To derive the threshold, calculate 3% (0.03) of the family's total annual income (line 8a).
8a x 0.03:

Example: The total annual income in line 8a for a family is \$7,000, and the standard medical percentage is 3%. The medical threshold for the family is: \$7,000 x 0.03 = **\$210**.

8g. **Total unreimbursed disability assistance expense (if no disability expenses, skip to 8k):** The family's out of pocket disability expense that another source does not reimburse.

Note: If all family members indicated no disability in line 3j or if the family has no disability expenses, skip to line 8k.

8h. **Maximum disability allowance:** The amount the PHA may potentially deduct for the family's disability expenses. Total unreimbursed disability assistance expense (line 8g) minus the medical/disability threshold amount (line 8f) will give you maximum disability allowance.

Note: If the calculation results in a positive number or zero, enter the amount.

Note: If the calculation results in a negative number and the head and spouse or co-head are under age 62 **and** the head and spouse or co-head are not disabled, enter 0 (zero).



- Note: If the calculation results in a negative number and the head or spouse or co-head is elderly (age 62 or over) **or** the head or spouse or co-head is disabled, enter the amount of the total unreimbursed disability assistance expense (line 8g).
- 8i. **Earnings in 7d made possible by disability assistance expense:** Of a family's dollars per year listed in line 7d (dollars per year), determine the earned amount made possible by the out of pocket disability expense the family incurs.
- Note: This amount may not exceed the amount indicated in line 7g (sum of all income earned after earned income exclusions).
- Example: The head of household spends \$1,000 to overhaul his van to accommodate his wheelchair. The van allows the head of household to travel to his job, where he earns \$10,000. The unreimbursed disability assistance expense makes possible the \$10,000 of earnings.
- 8j. **Allowable disability assistance expense: lower of 8h or 8i:** The total disability assistance expense amount the family may deduct. Indicate the lower of either the family's maximum disability allowance (line 8h) or earnings made possible by the disability assistance expense (line 8i).
- Note: If the total unreimbursed disability assistance expense (line 8g) is less than the medical/disability threshold (line 8f) **and** the Head or spouse or co-head is elderly (age 62 or over) or the Head or spouse or co-head is disabled, copy the amount from the maximum disability allowance (line 8h).
- 8k. **Total out of pocket medical expense:** The total amount of the family's medical expenses that another source does not reimburse (e.g., copayments for medical insurance).
- Note: If the head and spouse or co-head are under age 62 and the head and spouse or co-head are not disabled, enter 0 (zero).



- 8m. **Total disability assistance and medical expenses: 8j + 8k:** The amount of the family's total disability assistance and medical expenses. Add the family's allowable disability assistance (line 8j) and total out of pocket medical expenses (line 8k).
- Note: If the family has no disability assistance expenses, enter the amount of the total out of pocket medical expense (line 8k).
- 8n. **Medical/disability assistance allowance:** The amount of the family's allowance for medical expenses and disability assistance expenses.
- Note: If the family has no disability expenses **or** if the family has disability expenses but the total unreimbursed disability assistance expense (line 8g) is less than the amount of the medical/disability threshold (line 8f), calculate medical/disability assistance allowance (8n) as total disability assistance/medical expense (line 8m) minus the medical/disability threshold (line 8f).
- Note: If the calculation results in a negative number, enter 0 (zero).
- Note: If the family has disability expenses **and** the total unreimbursed disability assistance expense (line 8g) is greater than or equal to the amount of the medical/disability threshold (line 8f), enter the amount of the total disability assistance/medical expenses (line 8m).
- 8p. **Elderly/disability allowance (default = \$400):** The family's standard allowance amount if the head of household or spouse or co-head is elderly (age 62 or over), or disabled. The current allowance is \$400.
- Note: If both the head of household and spouse or co-head are elderly or disabled, the allowance is \$400, not \$800.
- 8q. **Number of dependents (people under 18, with a disability, or full-time student. Don't count head, spouse, co-head, foster child/adult or live-in aide):** The total number of dependents who live in the household and are *under* 18 years of age, have a disability, or are full-time students of any age. Include dependents who are temporarily absent from the home but listed on the lease (i.e., family members). Include all members of the household with relation code (line 3h) other youth under 18 (Y), full time student 18+ (E), or other adult (A) (if disabled) in this count.



Note:	Do not include the head of household, spouse or co-head, foster children or adults, live-in aides, and other adults who are not disabled.
8r. <u>Allowance per dependent (default = \$480):</u>	Standard allowance amount for each dependent in the household. The current allowance per dependent is \$480.
8s. <u>Dependent allowance: 8q x 8r:</u>	The amount of the family's dependent allowance. Multiply the number of dependents (line 8q) in the household by the standard allowance per dependent amount (line 8r).
8t. <u>Yearly estimated child care cost that is not reimbursed:</u>	The household's estimated total out of pocket child care expense that another source does not reimburse. This is the estimated amount a family expects to pay for child care during the annual income period.
Note:	Only include child care expense for children under the age of 13.
Note:	Only consider this cost when such care is necessary for a family member to be gainfully employed or to further his or her education.
Note:	The amount deducted may not exceed the amount of income that the employment generates. The amount deducted must also not exceed reasonable child care charges.
8u. <u>Travel cost to work/school:</u>	<i>(Indian Housing only)</i> The total amount of education or employment travel-related expense, which may <u>not</u> exceed \$1,300 per year (i.e., \$25 per week).
8v. <u>Reserved:</u>	Reserved for future HUD use.
8w. <u>Reserved:</u>	Reserved for future HUD use.
8x. <u>Total Allowances: 8e + 8n + 8p + 8s + 8t + 8u:</u>	The total amount of all of the family's allowances. Enter the sum of lines 8e, 8n, 8p, 8s, 8t, and 8u.
8y. <u>Adjusted annual income: 8a minus 8x (if 8x is larger, put 0):</u>	Total annual income (line 8a) minus total allowances (line 8x) will produce the family's adjusted annual income (8y).
Note:	If total allowances (line 8x) are larger than or equal to total annual income (line 8a), enter 0 (zero).





Section 9: Total Tenant Payment (TTP)

Note: Total tenant payment (9j) is the highest of the following amounts, rounded to the nearest dollar:

1. 10 percent of the family's monthly income (9c);
2. 30 percent of the family's monthly adjusted income (9e);
3. A portion of the family's welfare assistance, specifically designated for the family's housing costs, determined by a public welfare agency(9g); or
4. The minimum rent of the unit (9h).

- 9a. **Total monthly income: 8a ÷ 12:** Divide total annual income (line 8a) by 12.
- Example: If the annual income in line 8a is \$12,000, the calculation reads: $\$12,000 \div 12 = \$1,000$.
- 9b. **Reserved:** Reserved for future HUD use.
- 9c. **TTP if based on annual income: 9a x 0.10:** Multiply total monthly income (line 9a) by 0.10.
- Example: If the family has a total monthly income of \$750 as indicated in line 9a, the calculation reads: $\$750 \times 0.10 = \75 .
- 9d. **Adjusted monthly income: 8y ÷ 12:** Divide adjusted annual income (line 8y) by 12.
- Example: If the family has an adjusted annual income of \$2400 as indicated in line 8y, the calculation reads: $\$2400 \div 12 = \200 .
- 9e. **Percent of adjusted monthly income: use 30% for Section 8** Percent of adjusted monthly income. Used to determine TTP.
- Note: The maximum percent for this calculation is 30%.
Enter up to 0.30.
- 9f. **TTP if based on adjusted annual income: (9d X 9e) ÷ 100** Multiply the adjusted monthly income (line 9d) by percent of adjusted monthly income (line 9e) and divide by 100.



Example:

If the family has an adjusted monthly income of \$673, as indicated in line 9d, and is in Section 8 housing, the calculation reads: $\$673 \times 0.30 = \202 .

9g. **Welfare rent per month (if none put 0):**

If the family receives welfare assistance, include the amount the welfare assistance agency specifically designates for shelter and utilities. The welfare assistance agency may adjust this amount in accordance with the actual cost of shelter and utilities.

Note:

If the family does not receive welfare rent, enter 0 (zero).

9h. **Minimum rent (if waived, put 0):**

The PHA established minimum rent amount per month. The PHA may require the tenant to pay a minimum rent amount up to \$50.

Note:

If the PHA waived this payment because of financial hardship, enter 0 (zero).

Note:

Enter zero for a family that has requested a financial hardship exemption and for whom the PHA has suspended the minimum rent. If the PHA then does not grant the family a hardship exemption because it determines the hardship is only temporary, submit an interim reexamination with the reinstated minimum rent.

9i. **Enhanced Voucher Minimum Rent:**

Families assisted with enhanced voucher assistance have a special statutory minimum rent requirement. The regulation requires that a family receiving enhanced voucher assistance must pay for rent no less than the rent the family was paying on the date of the "eligibility event" for the project in question.

Note:

The eligibility event is the expiration date of the expiring project-based contract in the case of owner opt-outs. For preservation prepayments, the eligibility event is the effective date of the prepayment of the mortgage or voluntary termination of the mortgage insurance.



Note:

The method for calculating the minimum rent changes if the family's income subsequently decreases to a significant extent (15 percent or more) from the family's gross income on the effective date of the prepayment. Guidance on recalculating of the minimum rent in cases where a family's income significantly decreases is discussed in detail in Notice PIH 2000-9.

9j. **TTP, highest of lines 9c, 9f, 9g, or 9h (If enhanced Voucher, highest of 9c, 9f, 9g, 9h or 9i):**

The total tenant payment (TTP). Indicate the **highest** amount listed in the lines noted. (see 5.628)

Note:

If the family has enhanced voucher assistance, enter the highest of lines 9c, 9f, 9g, 9h, or 9i.

9k. **Most recent TTP:**

The most recent total tenant payment (TTP) amount for the family. This amount is only available if the family previously lived in subsidized housing.

9m. **Qualify for minimum rent hardship exemption? (Y or N):**

Under PHRA, a family does not have to pay the PHA established minimum rent if they qualify for a financial hardship exemption. (See 24CFR 5.630(b)).

Y = Yes

N = No

Note:

After the family requests a financial hardship exemption, the PHA must promptly determine whether the family is unable to pay the minimum rent because of financial hardship as described in the PHA's written policies.



Section 10: Public Housing, Indian Rental, and Turnkey III

Complete if program code (line 1c) is P for Public Housing or B for Indian Rental.

Do not complete for ineligible police officers or over-income families who reside in Public Housing. Report the effect on occupancy figures on the Form HUD-51234.

10a. **TTP: Copy from 9j:** The total tenant payment (TTP) per month the PHA may require the family to pay the unit owner.

10b. **Flat rent:** Indicate the dollar amount of the flat rent. Flat rent is set by the unit size and building.

Rent Calculation (If prorated rent, skip to 10h): Complete if family receives full rental subsidy.

10c. **Ceiling rent, if any:** The highest rent amount the PHA will require a family to pay for a particular unit size. The PHA determines the ceiling rent, which is similar to the Fair Market Rent (FMR).

Note: If no ceiling rent, enter 0 (zero).

10d. **Lower of TTP or ceiling rent (if no ceiling rent, put 10a):** The amount of the lower rent. Indicate the lesser amount of either the TTP (line 10a) or ceiling rent (line 10c).

Note: If ceiling rent is 0 (zero) or there is no ceiling rent, enter the TTP indicated in line 10a.

10e. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note: If there is no utility allowance, enter 0 (zero).

10f. **Tenant rent: 10d minus 10e:** The rent amount the family pays to the owner is the lower of TTP or ceiling rent (line 10d) minus the utility allowance (line 10e); or the total credit amount the family receives to pay utilities.

If the lower of TTP or ceiling rent (line 10d) minus the utility allowance (line 10e) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.



If the result is a negative number, this line reflects a credit to the tenant, commonly referred to as utility reimbursement.

Example:

The utility allowance amount in line 10e is \$100 per month, and the lower rent in line 10d is \$450. The calculation reads: $\$450 - \$100 = \$350$. The tenant pays \$350 to the owner.

Example:

The utility allowance in line 10e is \$100, and the lower rent in line 10d is \$75. The calculation reads: $\$75 - \$100 = -\$25$. The tenant receives a \$25 credit (i.e., utility reimbursement).

10g. **Reserved:**

Reserved for future HUD use.

Prorated Rent Calculation: Complete if the family receives a prorated rental subsidy (i.e., one or more family members indicated ineligible noncitizen (IN) in line 3i).

10h. **Public/Indian Housing maximum rent:**

To calculate the maximum rent, list the TTPs paid by all tenants in this unit's size in the PHA's jurisdiction from largest to smallest, and then take the TTP that falls at the 95th percentile.

Do not take the average of all TTPs and then compute 95 percent of that average. For more information on maximum rent, refer to *Appendix H of the Housing Agencies (HAs) Guidebook: Restrictions on Assistance to Noncitizens, 7465.7* dated July 1995.

Note:

The permissible rent to owner range for 10h (Public/Indian Housing maximum rent) is between \$5 and \$3,000 per year.

Example:

If you have 100 TTPs and list them from highest to lowest, the **95th highest rent** is the maximum rent, regardless of the TTP amount.

10i. **Family maximum subsidy: 10h minus 10a:**

Maximum amount of rent subsidy available to the family is Public/Indian Housing maximum rent (line 10h) minus TTP (line 10a).



- 10j. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children or adults. Eligible family members have citizenship codes in line 3i of:
- | | | |
|----|---|----------------------|
| EC | = | Eligible citizen |
| EN | = | Eligible noncitizen |
| PV | = | Pending verification |
- 10k. **Total number in family:** Total number of family members in the household. Do not include live-in aides or foster children/adults. Include ineligible noncitizen family members as part of the total family number.
- 10m. **Reserved:** Reserved for future HUD use.
- 10n. **Eligible subsidy:**
(10i ÷ 10k) X 10j: The total amount of rent subsidy for which the family is eligible. Divide the family maximum subsidy (line 10i) by the total number in family (line 10k). Multiply the result by the total number eligible (line 10j).
- Example: The family maximum subsidy (line 10i) is \$500 and the family consists of 4 members (line 10k) of which 3 members are eligible for rent subsidy (line 10j). The calculation reads $(\$500 \div 4 = 125) \times 3 = \textbf{\$375}$. The family's eligible subsidy is \$375.
- 10p. **Mixed family TTP: 10h minus 10n:** The mixed family total tenant payment for the unit based on the proration calculation is Public/Indian Housing maximum rent (line 10h) minus the eligible subsidy (line 10n).
- 10q. **Reserved:** Reserved for future HUD use.
- 10r. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- Note: If there is no utility allowance, enter 0 (zero).
- 10s. **Mixed family tenant rent:**
10p minus 10r: Mixed family tenant rent is the mixed family TTP (line 10p) minus the utility allowance (line 10r) or the total credit amount the family receives to pay for utilities.



Note: If mixed family total tenant payment (line 10p) minus the utility allowance (line 10r) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

Note: If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example: The utility allowance amount in line 10r is \$100 per month, and the mixed family total tenant payment in line 10p is \$450. The calculation reads: $\$450 - \$100 = \$350$. The tenant pays \$350 to the owner.

Example: The utility allowance in line 10r is \$100, and the lower rent in line 10p is \$75. The calculation reads: $\$75 - \$100 = -\$25$. The tenant receives a \$25 credit (i.e., utility reimbursement).

10t. **Reserved:** Reserved for future HUD use.

Type of Rent:

10u. **Type of rent selected:** Indicate whether the tenant selected an income based rent or a flat rent.

Income based - Check if the family selected income based rent.

Flat - Check if the family selected flat rent.

10v. **Reserved:** Reserved for future HUD use.



Section 11: Section 8: Pre-merger Certificates and Project Based Vouchers Only (Except Owner-Occupied Manufactured Home on Rented Space/Pad)

Complete for a family who remains under a pre-merger certificate MAP contract and for a family in a unit with a project-based certificate or voucher subsidy.

- Note: The project-based voucher program is expected to be implemented in Fall 2000.
- 11a. **Number of bedrooms on certificate:** The unit size (number of bedrooms) that was listed on the family's certificate.
- Note: Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit and for assistance under the project-based certificate program.
- 11b. **Is family now moving to this unit? (Project-based certificates and vouchers only) (Y or N):** Indicate whether or not the family moved or will move into the unit (e.g., if the family leases in-place or if the family will remain in the same unit at the time of re-examination, enter N).
- Y = Yes N = No
- Note: Answer "yes" only if the family participates in the project-based certificate or voucher program and moves to this unit.
- Note: If the family moves to a new non-PBC unit on or after October 1, 1999, the family must receive voucher assistance.
- 11c. **Reserved:** Reserved for future HUD use.
- 11d. **Did family move into your PHA's jurisdiction under portability? (Y or N) (if no, skip to 11g):** Indicate whether or not the family moved or will move into the PHA's jurisdiction under portability. (Regardless of whether the PHA bills the initial PHA or absorbs the family into its own program). If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.
- Y = Yes N = No



- 11e. **Cost billed per month (put 0 if absorbed):** If the family moved into the receiving PHA's jurisdiction under portability, and the receiving PHA elected to bill the initial PHA, indicate the monthly amount billed to the initial PHA for the family's HAP amount, 80% of the on-going administrative fee (or different negotiated fee amount), and for any utility reimbursement to the family.
- Note: If the receiving PHA absorbed the family, enter 0 (zero)
- 11f. **PHA code billed:** Indicate the initial PHA's identification number. This is the five-character code composed of the 2-letter postal state code and 3-digit PHA number. The initial PHA is the PHA that originally issued the certificate. The receiving PHA must obtain this number. For help obtaining the initial PHA's identification number, contact the appropriate HUD field office of the MTCS Hotline at 1-800-FON-MTCS.
- Note: Leave blank if the receiving PHA absorbs the family.
- 11g. **Check all housing types that apply:** Indicate which housing type(s) apply.
- Unit has project-based assistance - A unit subsidized under the project-based certificate or voucher program, where the PHA has an agreement with the project owner to subsidize the owner's project.
- Group home - A state-approved group home where 2 to 12 elderly or disabled individuals in a single unit.
- SRO: 1 room occupied by 1 person - A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.
- 11h. **Owner name:** The Section 8 unit owner's legal name.
- 11i. **Owner TIN/SSN:** The legal unit owner's tax identification number (TIN) or social security number (SSN).
- 11j. **Reserved:** Reserved for future HUD use.
- 11k. **Contract rent to owner (if unit has other subsidy, put subsidized rent):** The total monthly rent amount paid to the unit owner under the lease.



Note: If the unit has another subsidy (e.g., Section 236, Section 221 (d) (3) BMIR (below market interest rate), Section 202, Rural Development Administration Section 515), enter the current subsidized rent approved by the agency that provides the other subsidy.

11m. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note: If there is no utility allowance, enter 0 (zero).

Note: For shared housing - If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

Note: For a group home - If an elderly person or a person with disabilities resides in a group home, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

11n. **Gross rent of unit: 11k + 11m:** The unit's total monthly rent amount. Add the contract rent to owner (line 11k) and the utility allowance (line 11m).

11p. **Reserved:** Reserved for future HUD use.

11q. **TTP: Copy from 9j:** The total tenant payment (TTP). (copy from 9j).

Rent Calculation (If prorated assistance (line 3u=p), skip to 11aa): Complete if family receives full subsidy.

11r. **Normal total HAP: 11n minus 11q. If 11q is larger, put 0:** The amount of the total housing assistance payment (HAP) is the gross rent of unit (line 11n) minus the total tenant payment (line 11q).



- 11s. **Tenant rent: 11k minus 11r:** The rent amount the family pays to the owner is the contract rent to owner (line 11k) minus the total HAP (line 11r); or the total credit amount the family receives to pay for utilities.
- If the contract rent to owner (line 11k) minus the total HAP (line 11r) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.
- If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.
- Example: The total HAP amount in line 11r is \$100 per month, and the contract rent to owner in line 11k is \$450. The calculation reads: $\$450 - \$100 = \textbf{\$350}$. The tenant pays \$350 to the owner.
- Example: The total HAP in line 11r is \$125, and the contract rent to owner in line 11k is \$75. The calculation reads: $\$75 - \$125 = \textbf{-\$50}$. The tenant receives a \$50 credit (i.e., utility reimbursement).
- 11t. **HAP to owner: lower of 11k or 11r:** The amount of the housing assistance payment to the unit owner. Indicate the lower of the contract rent to owner (line 11k) or the total HAP (line 11r).

Prorated Rent Calculation: Complete if family receives prorated rent subsidy (i.e., one or more family members indicated ineligible noncitizen (IN) in line 3i).

- 11aa. **Normal total HAP: 11n minus 11q (skip to 11ae):** The amount of the normal total housing assistance payment is the gross rent (line 11n) minus the total tenant payment.
- 11ab. **Reserved:** Reserved for future HUD use.
- 11ac. **Reserved:** Reserved for future HUD use.
- 11ad. **Reserved:** Reserved for future HUD use.
- 11ae. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:



EC = Eligible citizen
 EN = Eligible noncitizen
 PV = Pending verification

- 11af. **Total number in family:** Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.
- 11ag. **Proration percentage: 11ae ÷ 11af:** The percent of the family that is eligible for rent subsidy. Divide the total number eligible (line 11ae) by the total number in family (line 11af). A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.
- Example: There are 4 family members eligible for housing assistance (line 11ae), and 5 total family members (line 11af; 1 is ineligible for rent subsidy). The calculation reads: $4 \div 5 = 0.8$ (or **80%**).
- 11ah. **Prorated total HAP: 11aa x 11ag.** The prorated housing assistance payment if normal tenancy. Multiply the normal total HAP (line 11aa) by the proration percentage calculated in line 11ag.
- 11ai. **Mixed family TTP: 11n minus 11ah:** The mixed family total tenant payment based on the proration calculation is the gross rent (line 11n) minus the prorated total housing assistance payment (line 11ah).
- Example: If the gross rent (line 11n) is \$450, and the prorated total HAP (line 11ah) is \$200, the mixed family TTP is $\$450 - \$200 = \textbf{\$250}$. This is the amount the PHA may require the mixed family to pay.
- 11aj. **Utility allowance: Copy from 11m:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- Note: If there is no utility allowance, enter 0 (zero).



For shared housing:

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

11ak. **Mixed family tenant rent: 11ai minus 11aj:**

Mixed family tenant rent is the rent amount the family pays to the owner. It is the mixed family total tenant payment (line 11ai) minus the utility allowance (line 11aj); or the total credit amount the family receives to pay for utilities.

If the mixed family total tenant payment (line 11ai) minus the utility allowance (line 11aj) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example:

The utility allowance amount in line 11aj is \$100 per month, and the mixed family TTP in line 11ai is \$450. The calculation reads: $\$450 - \$100 = \$350$. The tenant pays \$350 to the owner.

Example:

The utility allowance in line 11aj is \$100, and the mixed family TTP in line 11ai is \$75. The calculation reads: $\$75 - \$100 = -\$25$. The tenant receives a \$25 credit (i.e., utility reimbursement).

11am. **Reserved:**

Reserved for future HUD use.

11an. **Prorated HAP to owner: 11k minus 11ak (If 11ak is negative, put 11k):**

The prorated housing assistance payment to the unit owner is the contract rent to owner (line 11k) minus the mixed family tenant rent (line 11ak).

If the mixed family tenant rent in line 11ak is negative, enter the contract rent to owner (line 11k).



Section 12: Section 8: Vouchers

Note: Complete if program code (line 1c) is VO for Vouchers.

- 12a. **Number of bedrooms on voucher:** The unit size (number of bedrooms) listed on the rental voucher.

Enter 0 (zero) for an efficiency or Single Room Occupancy (SRO) unit.
- 12b. **Is family now moving to this unit? (Y or N):** Indicate whether or not the family moved or will move into the unit (e.g., if the family leases in-place or if the family is remaining in the same unit at the time of re-examination, enter N).

Y = Yes N = No
- 12c. **Does the family qualify as a Hard to House family? (Y or N):** A family qualifies as Hard to House if there are three or more minors or if there is a disabled family member and the family is moving to a different unit.

Y = Yes (family has three or more minors or has a disabled member and is moving to a different unit)
N = No (family does not have three or more minors, does not have a disabled member, or is not moving)
- Note: A family with three or more minors or with a disabled member that is not moving to a different unit does not qualify as a Hard to House family. A family who owns a manufactured home and leases the space does not qualify as hard to house.
- 12d. **Did family move into your PHA jurisdiction under portability? (Y or N) (If no, skip to 12g):** Indicate whether or not the family moved or will move into the PHA's jurisdiction under portability. (Regardless of whether the PHA bills the initial PHA or absorbs the family into its own program). If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

Y = Yes N = No



- 12e. **Cost billed per month (put 0 if absorbed):** If the family moves into the receiving PHA's jurisdiction under portability, and the receiving PHA elects to bill the initial PHA, indicate the monthly amount billed to the initial PHA for the family's HAP amount, 80% of the on-going administrative fees (or different negotiated fee amount), and for any utility reimbursement to the family.
- 12f. **PHA code billed:** Indicate the initial PHA's identification number. This is the five-character code composed of the 2-letter postal state code and 3-digit PHA number. The initial PHA is the PHA that originally issued the voucher. The receiving PHA must obtain this number. For help obtaining the initial PHA's identification number, contact the appropriate HUD field office or the MTCS Hotline at 1-800-FON-MTCS.
- Note: Leave blank if the receiving PHA absorbs the family.
- 12g. **Check all housing types that apply:** Indicate which housing type(s) apply.
- Group home (prorate gross rent) - A state-approved group home where 2 to 12 elderly or disabled individuals reside in a single unit.
- Own manufactured home, lease space A family who occupies a manufactured home as its principle place of residence and leases, but does not own, the home space.
- SRO: 1 room occupied by 1 person A single room unit, usually without food preparation or sanitary facilities, occupied by only 1 person.
- 12h. **Owner name:** The Section 8 unit owner's legal name.
- 12i. **Owner TIN/SSN:** The legal unit owner's tax identification number (TIN) or social security number (SSN).
- 12j. **Payment standard for family:** Enter the payment standard for the family. See 982.505(c).



For an enhanced voucher: For a family who stays at the multifamily project and who does not qualify for a smaller family unit size based on the PHA's subsidy standards, the payment standard is the gross rent of the family's unit.

If the family qualifies for a smaller family unit size than the unit it occupies at the multifamily project, and if the family did not locate an eligible unit elsewhere during the voucher term despite a good faith effort, enter the gross rent of the oversized unit at the time of the family's admission to the voucher program. The HAP contract for an oversized unit automatically terminates after one year and then the family must follow normal program rules.

For shared housing: If the family shares the unit with another family, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the shared housing unit size. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

For a home: If an elderly person or a person with disabilities resides in group home, enter the lower of the payment standard for the family unit size or the family's prorated portion of the payment standard for the group home size. To derive the family's prorated portion, divide the number of persons in the assisted household (usually one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

12k. **Rent to owner:** Total monthly rent payable to the unit owner under the lease for the contract unit. For rental of a manufactured home space, enter the rent to owner for the space including any owner maintenance or management charges for the space. In a section 236, 221(d)(3)BMIR, 202, or 515 project, the rent to owner is the subsidized rent as determined in accordance with the requirements for those programs.

12m. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.



Note: If there is no utility allowance, enter 0 (zero).

For shared housing: If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

For a home: If an elderly person or a person with disabilities resides in a group home, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of persons in the assisted household (typically one, unless there is a live-in aide) by the total number of occupants (assisted and unassisted) who reside in the group home.

- 12n. **Reserved** Reserved for future HUD use.
- 12p. **Gross rent of unit: 12k + 12m (or "Space Rent"):** Gross rent of unit or "space rent" 12k + 12m.
- 12q. **Lower of 12j or 12p (if premerger voucher, see Instruction Booklet)** Lower of payment standard for family (line 12j) or gross rent of unit (line 12p). For a family who remains under a pre-merger voucher contract, enter the payment standard for the family (12j) until the family's 2nd annual reexamination on or after October 1, 1999. At the family's 2nd annual reexamination on or after October 1, 1999, enter the lower of 12j or 12n.
- 12r. **TTP (copy from 9j):** Total tenant payment, as noted in line 9j.
- 12s. **Total HAP: 12q minus 12r:** Monthly total housing assistance payment is Lower of 12j or 12p (12q) minus TTP (12r).

Note: If the TTP (line 12q) is larger enter 0 (zero).

Rent Calculation (If prorated assistance (line 3u = P), skip to 12ab.): Complete if family receives full subsidy.

- 12t. **Total family share: 12p minus 12s:** Total amount the family contributes toward rent and utilities is gross rent of unit (line 12p) minus total HAP (line 12s).

Note: If the total HAP (line 12s) is larger than the gross rent (line 12p), enter 0 (zero).



- 12u. **HAP to owner: lower of 12k or 12s:** The amount of the housing assistance payment to the unit owner. Enter the lower of rent to owner (line 12k) or total HAP (line 12s)
- 12v. **Tenant rent to owner: 12k minus 12u:** The monthly rent due to the unit owner by the family is the rent to owner (line 12k) minus the HAP to owner (line 12u).
- 12w. **Utility reimbursement to the family: 12s minus 12u, but do not exceed 12m:** The utility reimbursement to the family from the PHA is the Total HAP (line 12s) minus the HAP to owner (line 12u).
- Note: Do not enter an amount higher than 12m (utility allowance).

Prorated Rent Calculation: Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen (IN) in line(s) 3i).

- 12aa. **Reserved:** Reserved for future HUD use.
- 12ab. **Normal total HAP: copy from 12s, but do not exceed 12p:** The amount of the normal total housing assistance payment. Copy from 12s, but do not exceed the amount in 12p (gross rent)
- 12ac. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:
- | | | |
|----|---|----------------------|
| EC | = | Eligible citizen |
| EN | = | Eligible noncitizen |
| PV | = | Pending verification |
- 12ad. **Total number in family:** Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.
- 12ae. **Proration percentage: 12ac ÷ 12ad:** The percent of the family eligible for rent subsidy. Divide the total number eligible (line 12ac) by the total number in family (line 12ad). A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.



Example:

There are 4 family members eligible for housing assistance (line 12ac), and 5 total family members (line 12ad; 1 is ineligible for rent subsidy), the calculation reads: $4 \div 5 = 0.8$ (or **80%**).

12af. **Prorated total HAP: 12ab x 12ae:**

The prorated housing assistance payment. Multiply the normal total HAP (line 12ab) by the proration percentage calculated in line 12ae.

12ag. **Mixed family total family contribution: 12p minus 12af:**

The mixed family total family contribution based on the proration calculation is the gross rent of unit (line 12p) minus the prorated total housing assistance payment (line 12af).

Example:

If the gross rent (line 12p) is \$450, and the prorated total HAP is \$200 (line 12af), the mixed family total family contribution is: $\$450 - \$200 = \textbf{\$250}$. This is the total amount the mixed family must pay toward rent and utilities.

12ah. **Utility allowance: copy from 12m:**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note:

If there is no utility allowance, enter 0 (zero).

For shared housing:

If the family shares the unit with another family, enter only the family's prorated portion of the unit's utility allowance. To derive the family's prorated portion, divide the number of bedrooms in the family's private space by the total number of bedrooms in the shared housing unit.

12ai. **Mixed family tenant rent to owner: 12ag minus 12ah:**

The rent amount the family pays to the owner is the mixed family total family contribution (line 12ag) minus the utility allowance (line 12ah); or the total credit amount the family receives to pay for utilities.

If the mixed family total family contribution (line 12ag) minus the utility allowance (line 12ah) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.



Example: The utility allowance amount in line 12ah is \$100 per month, and the mixed family total family contribution in line 12ag is \$450. The calculation reads: $\$450 - \$100 = \textbf{\$350}$. The tenant pays \$350 to the owner.

Example: The utility allowance in line 12ah is \$100, and the mixed family total family contribution in line 12ag is \$75. The calculation reads: $\$75 - \$100 = \textbf{-\$25}$. The tenant receives a \$25 credit (i.e., utility reimbursement).

12aj. **Prorated HAP to owner: 12k minus 12ai. If 12ai is negative, put 12k:** The total prorated amount of the housing assistance payment to the unit owner is the rent to owner (line 12k) minus the mixed family tenant rent (line 12ai).

If the mixed family tenant rent in line 12ai is negative, enter the rent to owner (line 12k).

12ak. **Reserved:** Reserved for future HUD use.



Section 13: Section 8: Moderate Rehabilitation (Mod Rehab) (Except Converted to Certificate)

Note: Complete if program code (line 1c) is MR for moderate rehabilitation.

Note: Do not complete for ineligible police officers or security personnel.

13a. **HAP contract number:**

The housing assistance payment (HAP) contract number. Include the sequence number for each HAP contract. The HAP contract sequence number identifies the particular HAP contract as under the project (funding increment).

Break down the contract number into the pieces that follow (this is the new contract number format based on the HUDCAPS format):

State code - The first 2 boxes, indicate the state where the project is located

PHA code - The next 3 boxes, indicate the 3-digit PHA number that HUD assigned

Program code - The next 2 boxes, indicate the program (e.g., MR or SR)

Increment number - The next 4 boxes, allow up to 4 numbers for the project (funding increment)

Sequence number - The final 4 boxes, allow up to 4 numbers for the HAP contract sequence number (see the example below)

Example:

The *project number* is WI-439-MR-0002-0001. The PHA uses funding under this project number for three separate HAP contracts with three different owners and three different buildings. The *HAP contract sequence numbers* are: WI-439-MR-0002-0001; WI-439-MR-0002-0002; and WI-439-MR-0002-0003.

The PHA uses all of the project funding for only 1 HAP contract. The *HAP contract number* is: WI-439-MR-0002-0001. Add the sequence number to the project number even if there is only 1 HAP contract under the project.

- 13b. **Mod Rehab SRO Program for homeless? (Y or N):** Indicate whether the family's unit is in a Single-Room Occupancy (SRO) project under the SRO Program for Homeless Individuals (24 CFR Part 882, Subpart H).
- Y = Yes N = No
- 13c. **Mod Rehab SRO unit (not homeless program) (Y or N):** Indicate whether the family's unit is an SRO unit, but not under the SRO Program for Homeless Individuals.
- Y = Yes N = No
- 13d. **Owner name:** The Section 8 unit owner's legal name.
- 13e. **Owner TIN/SSN:** The legal unit owner's taxpayer identification number (TIN) or Social Security Number (SSN).
- 13f. **Current base rent:** The current base rent for the unit that reflects the most recent rent adjustment.
- 13g. **Rehabilitation debt service:** The owner's current monthly rehabilitation debt service payments for the unit.
- Note: If the owner paid off the rehabilitation loan, enter 0 (zero) here.
- 13h. **Contract rent to owner: 13f + 13g:** The monthly rent amount paid to the Mod Rehab unit owner as specified in the HAP contract. Add the current base rent (line 13f) to any monthly rehabilitation debt service (line 13g).
- 13i. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- Note: If there is no utility allowance, enter 0 (zero).
- 13j. **TTP: Copy from 9j:** The total tenant payment (TTP) per month the PHA may require the family to pay, as indicated in line 9j.



Rent Calculation (If prorated assistance (line 3u), skip to 13p): Complete if family receives subsidy.

- 13k. **Tenant rent: 13j minus 13i (if 13j is greater than 13h + 13i, put 13h):** The rent amount the family pays to the owner is the total tenant payment (line 13j) minus the utility allowance (line 13i); or the total credit amount the family receives to pay for utilities.
- If the total tenant payment (line 13j) minus the utility allowance (line 13i) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.
- If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.
- Note: If the TTP (line 13j) is greater than the gross rent (line 13h plus line 13i) enter the contract rent to owner (line 13h).
- Example: The utility allowance amount in line 13i is \$100 per month, and the TTP in line 13j is \$450. The calculation reads: $\$450 - \$100 = \textbf{\$350}$. The tenant pays \$350 to the owner.
- Example: If the utility allowance in line 13i is \$100, and the TTP in line 13j is \$75. The calculation reads: $\$75 - \$100 = \textbf{-\$25}$. The tenant receives a \$25 credit (i.e., utility reimbursement).
- 13m. **HAP to owner: 13h minus 13k (If 13k is negative, put 13h):** The amount of the housing assistance payment the PHA pays to the unit owner is the contract rent to owner (line 13h) minus the tenant rent (line 13k).
- If the tenant rent indicated in line 13k is negative, enter the contract rent to owner (line 13h).
- Example: The contract rent is \$400, and the tenant rent is \$200. The calculation reads: $\$400 - \$200 = \textbf{\$200}$. The \$200 balance is the housing assistance payment the PHA pays to the unit owner.
- 13n. **Reserved:** Reserved for future HUD use.



Prorated Rent Calculation: Complete if family receives prorated rent subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

- 13p. **Gross rent: 13h + 13i:** The unit's total monthly rent amount. Add the contract rent to owner (line 13h) to the utility allowance (line 13i).
- 13q. **Normal total HAP: 13p minus 13j:** The amount of the normal total housing assistance payment is the gross rent (line 13p) minus the total tenant payment (line 13j).
- 13r. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:
 EC = Eligible citizen
 EN = Eligible noncitizen
 PV = Pending verification
- 13s. **Total number in family:** Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.
- 13t. **Proration percentage: 13r ÷ 13s:** The percent of the family that is eligible for rent subsidy. Divide the total number eligible (line 13r) by the total number in family (line 13s). A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.

 Example: There are 4 family members eligible for housing assistance (line 13r), and 5 total family members (line 13s; 1 is ineligible for rent subsidy), the calculation reads $4 \div 5 = 0.8$ (or **80%**)
- 13u. **Prorated total HAP: 13q x 13t:** The prorated housing assistance payment. Multiply the normal total HAP (line 13q) by the proration percentage calculated in line 13t.
- 13v. **Mixed family TTP: 13p minus 13u:** The mixed family total tenant payment is the gross rent (line 13p) minus the prorated total housing assistance payment (line 13u).



Example:

If the gross rent is \$450, and the prorated HAP is \$200, the mixed family TTP is: $\$450 - \$200 = \textbf{\$250}$. This is the amount the PHA may require the tenant to pay.

13w. **Utility allowance (copy from 13i):**

If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.

Note:

If there is no utility allowance, enter 0 (zero).

13x. **Mixed family tenant rent: 13v minus 13w:**

The rent amount the family pays to the owner is the mixed family total tenant payment (line 13v) minus the utility allowance (line 13w); or the total credit amount the family receives to pay for utilities.

If mixed family total tenant payment (line 13v) minus the utility allowance (line 13w) results in a positive number or 0 (zero), this line reflects the tenant's rent to the owner.

If the result is a negative number, this line reflects the credit to the tenant, commonly referred to as utility reimbursement.

Example:

The utility allowance amount in line 13w is \$100 per month, and the mixed family TTP in line 13v is \$450. The calculation reads: $\$450 - \$100 = \textbf{\$350}$. The tenant pays \$350 to the owner.

Example:

The utility allowance in line 13w is \$100, and the mixed family TTP in line 13v is \$75. The calculation reads: $\$75 - \$100 = \textbf{-\$25}$. The tenant receive a \$25 credit (i.e., utility reimbursement).

13y. **Reserved:**

Reserved for future HUD use.

13z. **Prorated HAP to owner: 13h minus 13x (If 13x is negative, put 13h):**

The total prorated amount of the housing assistance payment to the unit owner is the contract rent to owner (13h) minus the mixed family tenant rent (line 13x).

If the mixed family tenant rent indicated in line 13x is negative, enter the contract rent to owner (line 13h).



Section 14: Manufactured Home Owner Renting the Space (Pre-merger Certificates only)

Note: Complete if:

- The program code (line 1c) is CE for Section 8 Certificates and
- The family is a manufactured home owner renting the space.

Note: **This section will be obsolete September 30, 2001**, when all certificate assistance must be converted to voucher assistance.

- 14a. **Number of bedrooms on certificate:** The unit size (number of bedrooms) listed on the certificate.
- 14b. **Reserved:** Reserved for future HUD use.
- 14c. **Did family move into your PHA jurisdiction portability? (Y or N) (if no, skip to 14g):** Indicate whether or not the household moved into the PHA's jurisdiction under portability move-in. Portability move-in occurred when one PHA issued a family a certificate and the family moved into another PHA's jurisdiction.
- If portability move-in occurred, indicate Y (Yes) regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program.
- Y = Yes N = No
- 14d. **Cost billed per month (put 0 if absorbed):** If the family moved into the receiving PHA's jurisdiction under portability move-in, and the receiving PHA elected to bill the initial PHA, indicate the monthly amount billed to the initial PHA for the family's HAP amount, 80% of the on-going administrative fees, and for any utility reimbursement to the family.
- 14e. **PHA code billed:** Indicate the initial PHA's identification number. This is the five-character code composed of the 2-letter postal state code and 3-digit PHA number. The initial PHA is the PHA that originally issued the certificate. The receiving PHA must obtain this number. For help obtaining the initial PHA's identification number, contact the appropriate HUD field office of the MTCS Hotline at 1-800-FON-MTCS.



- Note: Leave blank if the receiving PHA absorbed the family.
- 14f. **Reserved:** Reserved for future HUD use.
- 14g. **Space owner name:** The space owner's legal name.
- 14h. **Space owner TIN/SSN:** The legal space owner's tax identification number (TIN) or the Social Security Number (SSN).
- 14i. **Reserved:** Reserved for future HUD use.
- 14j. **Furniture included in purchase price? (Y or N):** Indicate whether or not the manufactured home's purchase price included the cost of furniture.
Y = Yes N = No
- 14k. **Monthly amortization payment:** The monthly amount paid for principal and interest to amortize the manufactured home's purchase price. Include any set-up charges for assembling, skirting, and anchoring the manufactured home.
- Note: If there is no monthly amortization payment, enter 0 (zero).
- 14m. **Deduction: if 14j = Y, 14k x 0.15; If 14j = N, put 0:** The deduction amount for furniture cost from the monthly amortization payment. If the manufactured home's purchase price *included* furniture, multiply the monthly amortization payment (line 14k) by 0.15.
If the manufactured home's purchase price did not include furniture, as indicated in line 14j, enter 0 (zero).
- 14n. **Adjusted amortization: 14k minus 14m:** The adjusted monthly amortization payment is the the monthly amortization payment (line 14k) minus the deduction (14m).
- 14p. **Utility allowance, if any:** If the owner does not provide all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- Note: If there is no utility allowance, enter 0 (zero).
- 14q. **Rent to owner (space rent):** The monthly rent payable to the space owner under the lease. Includes the required fees and charges for all maintenance and management services, but excludes on-going utility charges.



- 14r. **Gross rent: 14n + 14p + 14q:** The space's total monthly rent amount. Add the adjusted amortization payment (line 14n), utility allowance (line 14p), and rent to owner (line 14q).
- 14s. **TTP: Copy from 9j.** The total tenant payment (TTP) per month the PHA may require the family to pay, as indicated in line 9j.
- 14t. **Gross rent minus TTP: 14r minus 14s:** The gross rent minus TTP is the gross rent (line 14r) minus the total tenant payment (line 14s).
- 14u. **Reserved** Reserved for future HUD use.
- 14v. **HAP to Owner: lower of 14q or 14t** The amount of the housing assistance payment made to the space owner. Indicate the lower amount contained in rent to owner (line 14q) or gross rent minus TTP (line 14t).

Note: If the result is a negative number, enter 0 (zero).

Rent Calculation (If prorated rent (line 3u = P), skip to 14aa): Complete if family receives full subsidy.

- 14w. **Tenant rent: 14q minus 14v:** The rent amount the family pays to the owner is the rent to owner (line 14q) minus the HAP to owner (line 14v).

Example: The rent to owner amount in line 14q is \$100 per month, and the HAP to owner in line 14v is \$450. The calculation reads: \$450 - \$100 = **\$350**. The tenant pays \$350 to the owner.

- 14x. **Reserved:** Reserved for future HUD use.

Prorated Rent Calculation: Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i. 3i = IN).

- 14aa. **Total number eligible:** Total number of family members eligible for rent subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

EC = Eligible citizen
EN = Eligible noncitizen
PV = Pending verification

- 14ab. **Total number in family:** Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.



- 14ac. **Proration percentage: 14aa ÷ 14ab:** The percent of the family that is eligible for rent subsidy. Divide the total number eligible (line 14aa) by the total number in family (line 14ab). A family with *ineligible* family members is only eligible for a percent of the rent subsidy. Use the proration percentage to determine the family's total prorated rent subsidy.
- Example: There are 4 family members eligible for housing assistance (line 14aa), and 5 total family members in the household (line 14ab; 1 is ineligible for rent subsidy), the calculation reads: $4 \div 5 = 0.8$ (or **80%**).
- 14ad. **Prorated HAP to owner: 14v x 14ac:** The prorated housing assistance payment. Multiply the HAP to owner (14v) by the proration percentage calculated in line 14ac.
- 14ae. **Mixed family TTP: 14r minus 14ad:** The mixed family total tenant payment based on the proration calculation is the gross rent (line 14r) minus the prorated housing assistance payment (line 14ad).
- Example: If the gross rent is \$450, and the prorated HAP is \$200, the mixed family TTP is: $\$450 - \$200 = \textbf{\$250}$. This is the amount the PHA may require the tenant to pay.
- 14af. **Reserved:** Reserved for future HUD use.
- 14ag. **Mixed family tenant rent: 14q minus 14ad:** The rent amount the family pays to the owner is the rent to owner (line 14q) minus the prorated HAP to owner (line 14ad).



Section 15: Section 8 Homeownership

Note: Complete if program code is VO for Vouchers (line 1c = VO) and the family owns a home.

15a. **Is family now moving to this home?:** Indicate whether or not the family moved or will move into the home identified (e.g., if the family will remain in the same home at the time of reexamination, enter N).

Y = Yes N = No

15b. **Date (mm/dd/yyyy) of initial HQS inspection:** Date of the initial HQS inspection

15c. **Did family move into your PHA jurisdiction under portability? (Y or N) (if no, skip to 15f):** Indicate whether or not the family moved or will move into the PHA's jurisdiction under portability. (Regardless of whether the PHA bills the initial PHA or absorbs the family into its own voucher homeownership program.) If you answer yes to this question, continue to answer yes for this family as long as the family resides in your PHA jurisdiction.

Y = Yes N = No

15d. **Cost billed per month (put 0 if absorbed):** If the family moves into the receiving PHA's jurisdiction under portability move-in, and the receiving PHA elects to bill the initial PHA, indicate the monthly amount billed to the initial PHA for the family's HAP amount, 80% of the on-going administrative fees (or different negotiated fee amount), and for any utility reimbursement to the family.

15e. **PHA code billed:** Indicate the initial PHA's identification number. This is the five-character code composed of the 2-letter postal state code and 3-digit PHA number. The initial PHA is the PHA that originally issued the benefit. The receiving PHA must obtain this number. For help obtaining the initial PHA's identification number, contact the appropriate HUD field office or the MTCS Hotline at 1-800-FON-MTCS.



- 15f. **Monthly homeownership payment (PITI & MIP if applicable):** The monthly homeownership cost; includes principal and interest on initial mortgage debt, taxes and insurance and any mortgage insurance premium, if applicable.
- For homeownership in a cooperative, enter the monthly cooperative charge under the occupancy agreement, including real estate taxes and public assessments, and any principal and interest on initial debt to finance purchase of cooperative shares.
- 15g. **Utility allowance:** The PHA's utility allowance for the unit.
- 15h. **Monthly maintenance allowance:** The amount of PHA's allowance for the monthly routine maintenance costs.
- 15i. **Monthly major repair/replacement allowance:** The amount of the PHA's allowance for major home repairs and replacements.
- 15j. **Monthly co-op/condominium assessments:** If applicable, enter the amount of co-op or condominium association operation and maintenance assessments.
- 15k. **Monthly principal and interest on debt for improvements, if any:** The amount of principal and interest for debt associated with major repairs, replacements, or improvements to the unit.
- 15m. **Gross homeownership expense: 15f + 15g + 15h + 15i + 15j + 15k:** Sum of 15f through 15k. Calculation of tenant's total cost of homeownership.
- 15n. **Payment standard for the family:** Enter the payment standard for the family. See 982.505(c) and 982.635(b).
- 15p. **Lower of 15m and 15n:** The lower of gross homeownership expense (15m) and the payment standard for the family (15n).
- 15q. **TTP: copy from 9j:** Total tenant payment as indicated in 9j.
- 15r. **HAP: 15p minus 15q (if 15q is larger, put 0):** Amount of monthly homeownership assistance payment is lower of 15m and 15n (15p) minus TTP (15q).

Rent Calculation (If prorated assistance (line 3u=p), skip to 15aa): **Complete if family receives full subsidy.**



- 15s. **Total family share: 15m minus 15r:** Total amount the family contributes toward homeownership is gross homeownership expense (line 15m) minus HAP (line 15r).

Prorated Subsidy Calculation: Complete if family receives prorated subsidy (i.e., one or more family members indicated ineligible noncitizen in line(s) 3i).

- 15aa. **Normal total HAP: copy from 15r:** The amount of the normal total housing assistance payment.

- 15ab. **Total number eligible:** Total number of family members eligible for homeownership subsidy based on their citizen status. Family members do not include live-in aides or foster children and adults. Eligible family members have citizenship codes in line 3i of:

EC	=	Eligible citizen
EN	=	Eligible noncitizen
PV	=	Pending verification

- 15ac. **Total number in family:** Total number of family members in the household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.

- 15ad. **Proration percentage: 15ab ÷ 15ac:** The percent of the family that is eligible for homeownership subsidy. Divide the total number eligible (line 15ab) by the total number in family (line 15ac). A family with *ineligible* family members is only eligible for a percent of the homeownership subsidy. Use the proration percentage to determine the family's total prorated homeownership subsidy.

- 15ae. **Prorated HAP: 15aa X 15ad:** The total prorated amount of the homeownership assistance payment to the homeowner. Multiply the normal total HAP (line 15aa) by the proration percentage (15ad).

- 15af. **Mixed family total family share: 15m minus 15ae:** The mixed family total family contribution based on the proration calculation is the gross homeownership expense (line 15k) minus the prorated total homeownership assistance payment (line 15ae).

- 15ag. **Reserved:** Reserved for future HUD use.

- 15ah. **Reserved:** Reserved for future HUD use.



Section 16: Indian Mutual Help

- Note: Complete if the program code (line 1c) is B for Indian Housing and the family participates in the Indian Mutual Help program.
- 16a. **Adjusted monthly income: copy from 9d:** The total amount of adjusted monthly income received on a monthly basis. Enter the amount from 9d.
- 16b. **Number between 0.15 and 0.30 that corresponds to the % in the mutual help agreement:** The Mutual Help and Occupancy Agreement (MHOA) percentage, as indicated in the Mutual Help agreement. Use a decimal between 0.15 and 0.30.
- 16c. **Gross family cost: 16a x 16b:** The total amount of the family's monthly cost. Multiply adjusted monthly income (line 16a) by the mutual help agreement percentage (line 16b).
- 16d. **Utility allowance, if any:** If the rental payment does not include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
- Note: If there is no utility allowance, enter 0 (zero).
- 16e. **Net cost: 16c minus 16d: (If 16d is larger, put 0):** The net family cost is the gross family cost (line 16c) minus the utility allowance (line 16d).
- Note: If the utility allowance (line 16d) is greater than the gross family cost (line 16c), enter 0 (zero).
- 16f. **Administration charge:** Each Indian Housing Authority (IHA) sets their administration charge. Enter the amount of the IHA's charge.
- 16g. **Maximum monthly payment in agreement, if any (usually 16f + monthly debt service):** If the IHA has an established Maximum Monthly Payment Schedule, enter the amount. The maximum is usually the total of the administration charge and any debt service payments shown on the homebuyer's purchase price schedule.
- 16h. **Family cost: higher of 16e and 16f, but not greater than 16g:** The total family cost. The higher amount of either the net cost (line 16e) or the administration charge (line 16f). If this amount exceeds the maximum monthly payment in the agreement, enter the maximum monthly payment (line 16g).



Form HUD-50058**Section 17: Family Self-Sufficiency (FSS)/Welfare to Work (WtW) Voucher Addendum**

Complete this section to denote the enrollment, progress, or exit of a FSS or WtW Voucher family.

Failure to submit FSS exits may impact minimum FSS program size obligations.

- 17a. **Participate in special programs? (check all that apply):** Identify if the family participates in a Family Self-Sufficiency (FSS) program, a Welfare to Work (WtW) voucher program, or both.
- Note: If the family participates in both programs, please check both.
- 17b. **FSS report category (check no more than one):** Check one category to indicate the purpose of the Addendum.
- Enrollment Report -New enrollment in the FSS program.
 - Progress Report -Update to family's FSS status.
 - Exit Report -Exit from FSS program.
- 17c. **FSS effective date (mm/dd/yyyy) of action:** The date of the FSS action.
- Note: Since the Addendum can be submitted separately from Form HUD-50058, this may be different from the Effective Date of Action, indicated in line 2b.
- 17d. **PHA code of PHA administering FSS contract:** The PHA code associated with the PHA that executed the FSS contract with the family.
- Note: A family may reside in one PHA, but have an executed FSS contract of participation with another PHA. Enter the PHA code for the PHA that has an executed FSS contract with the family.
- Example: A family executed an FSS contract with PHA001, then moves into another PHA002's jurisdiction. PHA¹ is still administering the FSS program while the family resides in PHA002's jurisdiction. Enter the PHA code for PHA001 (line 17d.) in this situation since PHA001 is still responsible for administering the FSS contract of the family.



- 17e. **WtW report category (check no more than one):** Check one category to indicate the purpose of the Addendum.
- Enrollment Report -New enrollment in the FSS program.
 - Progress Report -Update to family's FSS status.
 - Exit Report -Exit from FSS program.
- 17f. **WtW effective date (mm/dd/yyyy) of action:** The date of the WtW voucher program action.
- Note: Since the Addendum can be submitted separately from Form HUD-50058, this may be different from the Effective Date of Action, indicated in line 2b.
- 17g. **PHA code of PHA that issued the WtW Voucher:** The PHA code associated with the PHA that issued the WtW Voucher. For unknown issuing PHAs, enter own PHA code.
- Note: A family may receive a WtW Voucher from one PHA, but subsequently move to a unit within a new PHA's jurisdiction.
- 17h. **General information:** General information about the family.
- (1) Current employment status of head of household. Check the box to indicate the head of household's employment status at the time addendum is completed :
- Full-time (32 hours per week or more) - Head of household works 32 hours or more per week.
- Part-time - Head of household works less than 32 hours per week.
- Not employed - Head of household is not employed.
- (2) Date (mm/dd/yyyy) current employment began: The date the head of household began their current job.
- (3) Benefits in current employment: Indicate the head of household's current employment benefits. Check all that apply
- Health - Does the head of household's current employer provide health insurance?
- Y = Yes N = No



- | | |
|----------------------|---|
| Retirement Account - | Does the head of household's current employer provide a retirement account? |
| | Y = Yes N = No |
| Other - | Does the head of household's current employer provide other benefits aside from health insurance and retirement accounts? |
| | Y = Yes N = No |
- (4) Years of school completed by the head of household: Enter the highest *grade* or the *full* years of formal schooling that the head of household completed (0-25). Years of schooling begins with 1st grade (do not count kindergarten or pre-school).
- Example: If the head of household completed school through 7th grade, enter **7** in the box. This indicates 7 full years of formal schooling. If the head of household completed high school and 2 years of college, vocational, technical, or other 2 - 4 year accredited school, enter **14** in the box.
- Example: If the head of household attended but did not finish 8th grade, enter **7** in the box.
- Example: If the head of household received a GED, enter **12** in the box (indicating the completion of high school).
- (5) Assistance received by the Family: Indicate whether or not the family receives additional assistance, such as food stamps, Medicaid, TANF assistance, or the earned income tax credit.
- Note: A household that no longer receives welfare such as TANF or SSI may receive Medicaid coverage for one year.
- (6) Number of children receiving child care services: Indicate the number of children in the household who receive child care services.

17i. **Family services table**
(optional for WtW Voucher)

The family services table includes a list of different services and blank columns to complete. The columns indicate whether the participants need the services, whether the PHA provides the services to the participants, or whether the services are provided to the participants through other means. For FSS participants, enter the information provided in the Individual Training and Services Plan(s) of the family's contract of participation.

(1) **Need (Y/N):**

Indicate whether or not the PHA identified individual training and service needs of the family members.

Y = Yes N = No

Example:

If the Spouse stated that he or she wants to complete his or her high school education and the special program identified the need through an Individual Training & Services Plan, enter Y (Yes) in the appropriate box.

Education/training -

- **GED.** The GED is a Graduate Equivalency Diploma; attend classes to complete high school-equivalency credits.
- **High school.** Attend or return to high school to obtain a high school diploma.
- **Post secondary.** Attend or return to post secondary schooling (such as a college or university) to obtain a secondary degree.
- **Vocational/job training.** Attend a vocational or technical school (e.g., may obtain a license or certificate but not an official degree), or participate in job training classes (e.g., computer skills courses, etc.).

Job search/job placement -

Search for employment or use current employment networks for placement in a permanent position.

Job retention -

Program to help participants retain their jobs.

Transportation -

Need transportation to attend school, training, search for a job, or take children to child care.

Health services -

Need specific health services, or well-child and well-family regular services and check-ups.



- | | |
|--|--|
| Alcohol and other drug abuse prevention services - | A program designed to help rehabilitate or help participants with drug-related problems. |
| Mentoring - | A program that places participants with role models or mentors in the community. |
| Homeownership counseling - | A program designed to help participants migrate from housing assistance to homeownership. |
| Individual Development Account (IDA)- | Individual Development Accounts (IDAs) are matched savings accounts that can be used by low-income households to purchase homes, seek postsecondary education, or capitalize small businesses. |
| Child care - | Need child care assistance. |
| None - | No special services are needed. |
- (2) Needs Met Through Program (Y or N):
- Y = Yes N = No
- (3) Service Provider:
- | | |
|-----------------------------|---|
| P= PHA | Indicate if the PHA meets or met the service need. |
| T= TANF Agency | Indicate if a TANF agency meets the service need. |
| D= DOL Grantee | Indicate if a Department of Labor grantee meets the service need. |
| V= Voluntary Organization | Indicate if a voluntary organization meets the service need. |
| PR= For Profit Organization | Indicate if a "for profit" organization meets the service need. |
| N= Nonprofit Agency | Indicate if a nonprofit organization meets the service need. |
| E= Employer | Indicate if the employer meets the service need. |
| C= Community college | Indicate if a community college meets the service need. |

Family Self Sufficiency Program (if not in FSS program, skip to 17n)



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- 17j. **FSS Contract Information:** Contract information related to the participating family.
- (1) Initial start date (mm/yyyy) of contract of participation (FSS enrollment report only)- The effective date of the family's FSS Contract of Participation.
- Note: Include all four digits of the year (i.e., 06/**2000**).
- (2) Initial end date (mm/yyyy) of contract of participation (FSS enrollment report only) - The expiration date of the family's FSS Contract of Participation. The contract term is 5 years.
- Note: Include all four digits of the year (i.e., 06/**2005**).
- (3) Contract date extended to (mm/yyyy)(if applicable) - If applicable, the date to which the PHA has extended the family's FSS Contract of Participation (beyond the initial end date entered at Enrollment).
- Note: The FSS contract cannot be extended more than two years beyond the original expiration date.
- Note: If the PHA did not extend the family's end date, leave this field blank.
- Note: Include all four digits of the year (i.e., 06/**2006**).
- (4) Number of family members with Individual Training & Services Plan: The number of family members in the household who have current Individual Training and Services Plans under the FSS Contract of Participation.
- (5) Did the family receive selection preference because of related service program participation? (FSS enrollment report only) (Y or N) - *(FSS Enrollment Reports Only)*
For new FSS enrollment, indicate whether or not the family received an FSS selection preference due to participation in a FSS related service program.
- Y= Yes N= No
- 17k. **FSS Account Information:** Information about the family's FSS account.
- (1) Current FSS account monthly credit - The current dollar amount credited to the family's FSS account due to increases in earned income by the family.
- Note: If there are no contributions to the family's FSS account, enter 0 (zero).



- (2) Current FSS account balance - The current dollar amount of the family's FSS account based on the most recent report of account funds and activity. Include the amounts paid into the account for the family, as well as the prorated investment income credited to the account.
- Note: If there is no established FSS account, enter 0 (zero).
- (3) FSS account amount disbursed to the family - Total dollar cumulative amount, if any, of all FSS escrow disbursements ever made to the family.
- Note: If there are no disbursed funds, enter 0 (zero).
- 17m. **FSS exit information (FSS exit report only):** Information about the family leaving the FSS program.
- Note: Complete this section only if the family is exiting the FSS program (i.e., FSS Exit Report).
- Note: Family may still be public housing resident or Section 8 program participation.
- (1) Did family complete contract of participation? (Y or N) - Indicate if the family fulfilled all of its obligations under the contract during the contract term, or when 30% of the family's monthly adjusted income equals or exceeds the existing housing fair market rent (FMR) for the unit size for which the family qualifies. At completion, all family members met program requirements for being off welfare assistance.
- Y = Yes N = No
- (2) If (1) is Yes, did family move to homeownership? (Y or N) - Indicate if the family completed the contract and is moving to homeownership.
- Y = Yes N = No
- (3) If (1) is No, reason for exit - Indicate why the family did not complete its FSS contract.
- Select one of the following reasons :
- Left voluntarily -- terminated contract through mutual consent of the family and the PHA, or the family decided to withdraw.



- Asked to leave program -- the PHA terminated the Contract of Participation because a family member failed to meet obligations required under the Contract, or because other family actions were inconsistent with the purpose of the FSS program.
- Left because essential service was unavailable -- the PHA declared the Contract of Participation null and void because a particular service deemed essential to a family's ability to become self-sufficient was unavailable.
- Contract expired but family did not fulfill obligations -- the term of the Contract of Participation, including any extensions, expired but the family did not meet all contract obligations.
- Portability move-out -- the family exercised a portability move-out to another PHA's jurisdiction.

Welfare to Work (WtW) Voucher Program

17n.	WtW Voucher program information:	<i>(WtW voucher program enrollment report only)</i> Information about the family's participation in the WtW Voucher program.
(1)	Date (mm/dd/yyyy) voucher issued -	The date the PHA issued the Welfare to Work Voucher to the family.
(2)	Date (mm/dd/yyyy) of request for lease approval (RFLA) for a unit leased:	The date the family submitted a Request for Lease Approval (RFLA) to the PHA.
	Note:	If "Enrollment" is selected for the Welfare to Work Voucher report category (line 17e), a valid date must be entered (mm/dd/yyyy).
	Note:	The RFLA date must be equal to or later than the WtW Voucher issued date (line 17n.(1)).
	Note:	The RFLA date must be equal to or earlier than the WtW voucher program Effective Date of Action (line 17f).



(3) Help in housing search from: Identify entities that helped the family find a unit. Please select all that apply.

- TANF Agency -- A TANF agency helped the family find a unit.
- Other -- A group, other than the PHA or TANF agency, helped the family find a unit.

17p. **If assisted in a different unit, reason(s):**

(WtW voucher program enrollment report only)

If assistance occurred in a different unit than the one identified by zip code in 4b, check all of the reasons that apply.

- Closer to day care -- the family needed to move closer to day care facilities.
- Pre-program unit would not meet HQS -- The family needed to move because their previous unit did not meet HQS standards.
- Owner of pre-program unit unwilling to participate -- The family needed to move because the owner of their previous unit was unwilling to participate in the Section 8 program.
- Employment -- the family needed to move closer to the employer.
- Transportation -- the family needed to move for better transportation services.
- Pre-program unit rent above payment standard, tenant rent too high -- The family needed to move because the rent at their previous unit was too high.
- Closer to other services -- the family needed to move so other needs could be met.

17q. **Welfare to Work Voucher Program exit information:**

(WtW voucher program exit report only)

Information about why the family is leaving the WtW Voucher program.

(1) Is the family moving to Homeownership? (Y or N)

The family withdrew from the Section 8 program to buy a home.

Y = Yes

N = No



(2) Primary reason for leaving the WtW Voucher program:

The reasons why the family is leaving the WtW voucher program. Select all that apply.

- Portability move-out -- the family exercised a portability move-out to another PHA's jurisdiction.
- Family no longer needs subsidy -- the family no longer needs housing assistance.
- Subsidy terminated for Section 8 program violation, other than WtW voucher program obligations -- the family violated a Section 8 program rule.
- Subsidy terminated for violation of WtW voucher program obligations -- the family violated a WtW Voucher Program rule.
- Family voluntarily withdrew from Section 8 program -- the family withdrew from the Section 8 program.
- Other -- the family exited the WtW Voucher Program for a reason other than the ones stipulated above.



Appendix I

Federal Standard State and Territory Codes

States

AL = Alabama	MA = Massachusetts	TX = Texas
AK = Alaska	MI = Michigan	UT = Utah
AZ = Arizona	MN = Minnesota	WV = West Virginia
AR = Arkansas	MS = Mississippi	WI = Wisconsin
CA = California	MO = Missouri	WY = Wyoming
CO = Colorado	MT = Montana	
CT = Connecticut	NE = Nebraska	
DE = Delaware	NV = Nevada	
DC = District of Columbia	NH = New Hampshire	
FL = Florida	NJ = New Jersey	
GA = Georgia	NM = New Mexico	
HI = Hawaii	NY = New York	
ID = Idaho	NC = North Carolina	
IL = Illinois	ND = North Dakota	
IN = Indiana	OH = Ohio	
IA = Iowa	OK = Oklahoma	
KS = Kansas	OR = Oregon	
KY = Kentucky	PA = Pennsylvania	
LA = Louisiana	RI = Rhode Island	
ME = Maine	SC = South Carolina	
MD = Maryland	SD = South Dakota	
	TN = Tennessee	

Territories

AS = America Samoa
FM = Federated States of Micronesia
GQ = Guam
MH = Marshall Islands
MP = Northern Mariana Islands
PW = Palau
RQ/PR = Puerto Rico
VQ/VI = Virgin Islands



Appendix II

Section 17, line 17k: FSS Escrow Account Credit Worksheet

Instructions for Completing the FSS Escrow Account Credit Worksheet:

1. Determine the escrow credit at each reexamination and interim determination occurring after the effective date of effective date of the FSS contract of participation and while the family is participating in the FSS program.
2. Calculate the amount of the escrow credit with Form HUD-52652, or another document which incorporates the procedures in Form HUD-52652.
3. The amount of the escrow credit will vary depending on the income level of each FSS family and is based on increases of **earned** income since the effective date of the contract of participation. If the family's adjusted income exceeds the lower-income limit in the jurisdiction in which the FSS family is living (the amount on line 3 is greater than the amount on line 2), the family does not qualify for an escrow credit.

Head of the FSS Family:	Date:
1. Current Total Annual Income (Enter amount on line 7i of Form HUD-50058).	1.
2. Applicable Lower-Income Limit (Enter the current lower-income limit for the jurisdiction in which the FSS family is living.)	2.
3. Current Adjusted Annual Income (Enter amount on line 8aa of form HUD-50058.) If line 3 is greater than line 2, this family does not qualify for an FSS credit.	3.
4. Earned income included in line 1 (Add up the income items coded B, M, F, PHA, and W in column 7d of form HUD-50058.)	4.
5. Earned income included in total annual income on effective date of the FSS Contract of Participation. (Enter amount from contract of participation).	5.
6. Increase in earned income since the effective date of the FSS Contract of Participation. (line 4 minus line 5. If negative, enter 0.)	6.

7. Current Total Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (line 1 minus line 6).	7.
8. Thirty percent of current monthly Adjusted Annual Income (Line 3 divided by 40). The calculated amount should equal the amount on line 9f of form HUD-50058.)	8.
9. Current Adjusted Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (line 3 minus line 6).	9.
10. 30% of current monthly Adjusted Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (Line 9 divided by 40).	10.
11. 10% of current monthly Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (Line 7 divided by 120).	11.
12. If applicable, welfare rent (enter amount on line 9g of form HUD-50058) or public housing ceiling rent (enter amount on line 10c of form HUD-50058).	12.
13. TTP based on current Total Annual Income less increase in earned income since the effective date of the FSS Contract of Participation. (If rental vouchers, enter the amount on line 10, otherwise, enter the greater of lines 10, 11, or 12.)	13.
14. Difference between 30% of current monthly Adjusted Annual Income and TTP adjusted for increases in earned income. (line 8 minus line 13. Enter 0 if negative).	14.
15. Current TTP (Enter the amount on line 10d of form HUD-50058 or, in the case of rental vouchers, enter the amount on line 8 of this form.	15.

16. TTP on effective date of the FSS Contract of Participation or, in the case of rental vouchers, 30% of monthly Adjusted Annual Income on effective date of the FSS Contract of Participation. (Enter amount from contract of participation.)	16.
17. Difference between current TTP and TTP on effective date of the FSS Contract of Participation. (line 15 minus line 16. Enter 0 if negative).	17.
18. Enter the lesser of line 14 or line 17.	18.
19. Applicable Very Low-Income Limit (Enter the current very low-income limit for the jurisdiction in which the FSS family is now living)	19.
20. Amount by which the Adjusted Annual Income exceeds the Very Low-Income Limit (line 3 minus line 19).	20.
21. 30% of the amount by which Adjusted Annual Income exceeds the Very Low-Income Limit (Line 20 divided by 40)	21.
22. Escrow credit (line 18 minus line 21).	22.